

University of Michigan Hospitals and Health Centers

Quality Assessment Document
CONFIDENTIAL
MCLA 333.21515, 20175

ADVERSE EVENT- INITIAL MEETING

AGENDA

- I. Introduction of all participants
- II. Confidential nature of meeting.
- III. Purpose of the meeting:
 - Review event and determine the chronology of actions (Focus on process, not individuals)
 - Review and revise, if necessary, the flowchart of the event
 - Review any actions taken since event
 - Share ideas of root causes and potential solutions to systems issues
- IV. Summarize Conclusions
- VI. Critique the meeting

Meeting Rules of Conduct

- Respect each person
- Share responsibility
- Criticize only ideas, not people
- Keep an open mind
- Question and participate
- Attend all meetings
- Listen constructively

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