

CQI Checklist for Hospital Patient Safety & Quality Teams

Assess how effectively your hospital's event reporting processes support continuous quality improvement.

Hospital Name:

Position:

Department:

Date:

Check each statement that is consistently in place across your organization.

- 1 point for each checked item
- 4 points maximum per section
- 20 points total

Standardized Medication Incident Reporting (4 pts)

- ☐ A consistent process exists for reporting patient safety and medication safety events across care settings
- ☐ Clear definitions exist for safety events, medication events, and near misses
- ☐ Staff understand what to report and how to submit events
- ☐ Reporting expectations are applied consistently across the organization

CQI Workflow Execution (4 pts)

- ☐ Reported events result in documented review and follow-up actions
- ☐ Corrective and improvement actions are tracked through completion
- ☐ CQI activities have clear ownership, accountability, and timelines
- ☐ Improvement actions are tracked through a structured workflow rather than spreadsheets, email, or siloed processes

Closed-Loop Learning & Improvement (4 pts)

- ☐ Learnings from events are shared with relevant teams and stakeholders
- ☐ Good catches and event insights are used to improve processes, training, and workflows
- ☐ Feedback loops exist between frontline teams, quality leaders, and operational leadership
- ☐ Improvement actions are incorporated into policies, procedures, and clinical workflows

Visibility Into Risk Patterns (4 pts)

- ☐ Leadership has visibility into safety event trends across departments and care areas
- ☐ Recurring risks and patterns can be identified proactively
- ☐ Data can be reviewed by event type, location, workflow stage, or contributing factors
- ☐ Reporting insights are accessible without manual data consolidation

Compliance, Auditability & Oversight (4 pts)

- ☐ Safety event records and CQI documentation are maintained in a structured, audit-ready format
- ☐ Reporting workflows align with organizational privacy, security, and compliance requirements
- ☐ Access controls, permissions, and activity tracking support appropriate governance
- ☐ Documentation and system controls support internal reviews, quality initiatives, and external reporting needs

Scoring Summary (/20)

0-5: Early-stage CQI processes

6-10: Foundational CQI practices

11-15 : Strong reporting & improvement workflows

16-20: Advanced CQI practices with strong visibility and follow-through

What your score can highlight?

Your score can highlight opportunities to improve reporting consistency, reduce administrative burden, increase visibility into recurring risks, and strengthen CQI follow-through across your pharmacy network.

Book a Meeting

Explore how Pharmapod can support your continuous quality improvement (CQI) goals.

