

FACILITY TOOL

30-Day Corrective Action Effectiveness Audit

Test whether a corrective action was implemented, is being used under normal conditions, and is reducing the targeted failure. The 30-day structure is an internal audit cadence, not a regulatory requirement.

HOW TO USE

Mark each item Yes, No, Not Applicable, or Needs Follow-up in your working copy. Add evidence, an owner, and a recheck for every gap. Do not use this public blank template to transmit resident information.

Before the audit

- ☐ Write the original failure in observable terms.
- ☐ Identify the control that changed and the intended outcome.
- ☐ Confirm the implementation owner and date.
- ☐ Choose samples that include different shifts, roles, locations, and exception conditions where relevant.
- ☐ Identify the evidence source and how exceptions will be escalated.

Implementation check

- ☐ The changed workflow or tool is available at the point of work.
- ☐ Affected staff can identify the current source of truth.
- ☐ Obsolete forms, lists, instructions, or workarounds have been removed or reconciled.
- ☐ Owners understand how to recognize, route, and close an exception.
- ☐ New, float, and agency staff can complete the process without relying on unwritten local knowledge.

Use check

- ☐ Direct evidence shows the control is used, not merely that staff were trained.
- ☐ Required verification occurs before the risk reaches the resident.
- ☐ Open exceptions are visible and assigned.
- ☐ Shift or department handoffs preserve the open item until closure.
- ☐ Late documentation is not being mistaken for timely execution.

Effect check

- ☐ The targeted failure is decreasing or absent in the selected sample.
- ☐ The control detects near misses or exceptions early enough to act.
- ☐ The correction has not created a new unsafe workaround or burden shift.
- ☐ Results are consistent across the sample, not dependent on one strong employee or manager.
- ☐ Any recurrence has been analyzed and used to adjust the control.

Day 0 / 7 / 14 / 30 review

- ☐ Day 0: baseline and implementation evidence captured.
- ☐ Day 7: early use and exceptions reviewed; barriers corrected.
- ☐ Day 14: cross-shift or cross-location use tested; recurring gaps analyzed.
- ☐ Day 30: effectiveness decision documented with continue, adjust, expand, or close rationale.

Working notes

Use a secure facility or family working copy when recording any resident-specific details. Keep the public blank tool free of identifying information.

Original failure	_____
Corrective control	_____
Intended outcome	_____
Sample plan	_____
Day 7 finding	_____
Day 14 finding	_____
Day 30 effectiveness decision	_____

Action and verification log

Action / control	Owner	Due	Evidence / result

Scope disclaimer

This tool is a general process-control aid. It does not replace emergency care, treating-clinician judgment, legal advice, or facility-specific regulatory review. It does not establish a treating relationship or guarantee compliance or outcomes. Use authorized secure methods for resident-identifying information and records.

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