

FACILITY TOOL

Plan of Correction Template

Draft a response that connects the cited condition to affected correction, systemic scope, process change, monitoring, and effectiveness evidence. Adapt every section to the exact finding and facility requirements.

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.

A. Finding and required outcome

- ☐ State the finding in precise, neutral language.
- ☐ Describe the resident-level or process outcome that should occur.
- ☐ List verified evidence supporting the finding and remaining evidence questions.

B. Correction for the affected situation

- ☐ Document the immediate action taken for the affected resident, record, staff process, or environment.
- ☐ Confirm appropriate clinical escalation and follow-up when the issue is clinical.
- ☐ Identify the evidence showing that the immediate correction occurred.

C. Systemic scope

- ☐ Define which residents, shifts, locations, roles, records, or workflows may share the same exposure.
- ☐ Describe the sample or review used to determine scope.
- ☐ Document additional affected situations and how each was addressed.

D. Root cause and control failure

- ☐ Describe the event chain without assigning a conclusion before the facts are established.
- ☐ Identify the weak handoff, stale or duplicate source, missing verification, unclear owner, exception failure, or other system condition.
- ☐ Explain why the existing policy, training, audit, or supervision did not prevent or detect the failure.

E. Systemic correction and implementation

- ☐ Define the process change in observable terms.
- ☐ Name the owner, implementation date, affected roles, and point-of-service tool.
- ☐ Describe how the change reaches all relevant shifts, locations, and new or agency staff.
- ☐ Remove or reconcile outdated sources so staff are not left with competing instructions.

F. Monitoring and effectiveness

- [] Define reviewer, sample, frequency, duration, and evidence source.
- [] Define the exception path when monitoring finds a failure.
- [] Set an effectiveness threshold or decision rule appropriate to the risk and facility review.
- [] State who decides whether the action is effective, needs adjustment, or must continue.

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.

Finding reference	_____
Required outcome	_____
Immediate correction	_____
Systemic scope	_____
Root cause statement	_____
Process change	_____
Owner and completion date	_____
Monitoring plan	_____
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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