Root Cause Analysis Report Template

Use this root-cause analysis template to analyze a recurring problem, identify the cause and risk reduction actions. Learn how to create a customizable digital checklist app at fulcrumapp.com/checklists.

Location

Street Address
_____

City, State, Zip
_____

Date
_____ / _____ / _____

Name of person filing report
_____

Brief description of issue
_____

_____

Impact to productivity
Choose one.

☐ Low

☐ Med

☐ High

▶ **What was the expected sequence of events? (ability to attach flowchart in app)**

_____

_____

_____
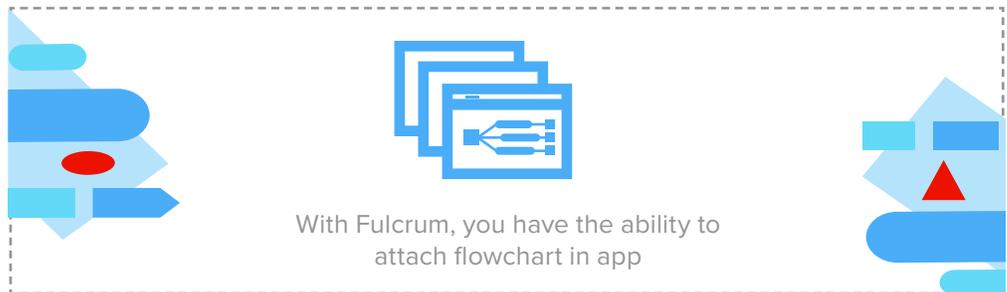
With Fulcrum, you have the ability to attach flowchart in app

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▶ **Was there any deviation from the expected sequence?**

☐ Yes ☐ No

If yes, describe

_____

_____

▶ **If deviation occurred, was it likely to have contributed to the adverse event?**

☐ Yes ☐ No

If yes, explain

_____

_____

▶ **Was the expected sequence detailed in policy procedure, written guidelines or training?**

☐ Yes ☐ No

If yes, explain

_____

_____

▶ **Does the expected sequence or process meet any regulatory requirements and/or practice standards?**

☐ Yes ☐ No

If yes, cite any references reviewed by the team

_____

If no, describe the deviation from the requirements

_____

_____

▶ **Did human action or inaction appear to contribute to the adverse event?**

☐ Yes ☐ No

If yes, describe the actions and how they contributed

_____

_____

▶ Did a defect, malfunction, misuse of, or absence of equipment appear to contribute to the event?

☐ Yes   ☐ No

If yes, describe what equipment and how it appeared to contribute

_____

_____

▶ Was the procedure or activity involved in the event being carried out in the usual location?

☐ Yes   ☐ No

If no, describe where and why a different location was used

_____

_____

▶ Was the procedure or activity being carried out by regular staff familiar with the consumer and activity?

☐ Yes   ☐ No

If no, describe who was carrying out the activity and why regular staff were not involved

_____

_____

▶ Were involved staff credentialed/skilled to carry out the tasks expected of them?

☐ Yes   ☐ No

If no, describe the perceived inadequacy

_____

_____

▶ Were staff trained to carry out their respective responsibilities?

☐ Yes   ☐ No

If no, describe the perceived inadequacy

_____

_____

▶ Were staffing levels considered to have been adequate at the time of the incident?

☐ Yes   ☐ No

If no, describe why

_____

_____

▶ Were there other staffing factors identified as responsible for or contributing to the adverse event?

☐ Yes   ☐ No

If yes, describe those factors

_____

_____

▶ Did inaccurate or ambiguous information contribute to or cause the adverse event?

☐ Yes   ☐ No

If yes, describe what information and how it contributed

_____

_____

▶ Did a lack of communication or incomplete communication contribute to or cause the adverse event?

☐ Yes   ☐ No

If yes, describe who and what and how it contributed

_____

_____

▶ Did any environmental factors contribute to or cause the adverse event?

☐ Yes   ☐ No

If yes, describe what factors and how they contributed

_____

_____

▶ Did any organizational or leadership factors contribute to or cause the adverse event.

☐ Yes ☐ No

If yes, describe what factors and how they contributed

_____

_____

▶ Did any assessment or planning factors contribute to or cause the adverse event?

☐ Yes ☐ No

If yes, describe what factors and how they contributed

_____

_____

▶ What other factors are considered relevant to the adverse event?

_____

_____

▶ Was a root cause identified?

☐ Yes ☐ No

If yes, describe

_____

Risk reduction actions taken

_____

_____

Prevention strategies

_____

Incidental findings to be reviewed for corrective action

_____

_____

Contributors names
Please print

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_____

Contributors signatures

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Contributors names
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Contributors signatures

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Approval name
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Approval signature

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Fulcrum

Fulcrum is a mobile app creation platform that lets you digitize checklists like this easily — and automate related workflows! — without writing any code.

Check us out at fulcrumapp.com/checklists