

## Failure Modes and Effects Analysis (FMEA) Team Meeting Agenda – SAMPLE

### AGENDA

- I. Introduction to process and members
  1. Guidelines for the day
  2. FMEA worksheet (table)
  3. Use of parking lot
- II. Topic selection discussion – medication administration – labeling
- III. Information review – literature, best practices, survey evaluation for medication best practices
- IV. Process map and sub-process
- V. Hazard analysis
  1. List failure modes
  2. Identify cause and effects
  3. Rank score – severity for effect - probability for cause
    - a. Severity x probability = criticality
    - b. Score of 8 or above - use decision tree and prioritize
- VI. Risk treatment – failure modes above 8 based on prioritization
  1. Control
  2. Eliminate
  3. Accept
- VII. Evaluation and outcome indicators

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Updated: January 2019