

Invitation to Failure Modes and Effects Analysis (FMEA) Meeting Template – SAMPLE

[insert date]

Dear [insert name]:

You are cordially invited to participate in conducting a failure mode and effects analysis (FMEA). You have been selected to participate based on your expertise as it relates to the subject under study.

The purpose of an FMEA is to improve patient safety by proactively identifying and finding ways to counteract weak points in a system or process. The topic selected is [insert topic name].

This FMEA is scheduled for the entire day on [insert day/date] starting at [insert time]. If you have not attended an FMEA education session in the past, we need for you to also commit to a two-and-a-half hour educational session on [insert day/date] at [insert time]. This will maximize the team's ability to be effective, as the flow of the day's activities depends upon everyone's participation and contribution. Lunch will be provided on [insert day/date]. The sessions will be held at [insert place].

Please schedule this time on your calendar now and make arrangements to ensure that you will be able to participate without interruptions on the above dates.

Enclosed is a proposed agenda for the day. You will also be receiving a packet of information the week before the exercise. The materials in the packet should be reviewed with specific attention being given to the literature search and best practice materials. This will enhance your ability to contribute during the brainstorming session to identify failure modes and risk reduction strategies.

Thank you in advance for your participation in this very important patient safety initiative.

Sincerely,

STATEMENT OF CONFIDENTIALITY: [Consult with counsel regarding the wording of an appropriate statement of confidentiality for insertion on each page of this document.]

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