

# PROCESS EVALUATION FORM



The purpose of this form is to rate Fall TIPS (Tailoring Interventions for Patient Safety) implementation progress and to identify processes that are working well or need adjustment.

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Our team's overall progress with implementing Fall TIPS is going well.					
<b>Logistical Processes</b>					
Our team has decided where the Fall TIPS poster will be displayed in patients' rooms.					
Formal approval process is complete for location of Fall TIPS posters in patients' rooms (e.g. includes approval from infection control).					
The necessary tools are in patients' rooms to hang the Fall TIPS poster (e.g.: magnets, Velcro, etc).					
The necessary resources to complete and revise the Fall TIPS posters are available (e.g.: markers for Fall TIPS laminated paper poster, wipes/erasers).					
For hospitals using the EHR-generated Fall TIPS posters, printers are accessible to nurses and function properly.					
There is a system in place for updating the Fall TIPS display (laminated tool or print out) between patients once patients are discharged.					
<b>Staff Related Processes</b>					
All unit nurses have completed the Fall TIPS Educational Module (Healthstream online, binder).					
Nursing assistants are aware of Fall TIPS as a communication tool.					
Nursing assistants understand their role of notifying nurses of updates in the patient's risk status or interventions.					
Fall TIPS Champions have attended a Fall TIPS Workshop (or participated in the online webinar).					
Fall TIPS Champions have been trained in how to audit Fall TIPS processes and to provide necessary feedback.					
Staff routinely engage patients in the 3-step fall prevention process.					
<b>Audit Related Processes</b>					
Our team achieves our monthly goal for the target number of audits/month/pod.					
Our team knows how to provide feedback after conducting a Fall TIPS Audit. <i>(For example, if the Fall TIPS poster is not up to date, provide feedback to the patient's nurse with a reminder to make sure the Fall TIPS poster is updated between patients and discussed with the patient).</i>					
There is a system in place for creating or accessing Fall TIPS Monthly Audit Reports.					
There is a system in place for sharing the Fall TIPS Monthly Audit Reports with clinical nurses and leadership.					

Questions? Contact [PHSFallTIPS@partners.org](mailto:PHSFallTIPS@partners.org)