

Activity Analysis Worksheet			
<p>Activity: Submission of handwritten order</p> <p style="text-align: center;">Process: Mt. Auburn Hospital prescription process</p> <p>Performed by: (X) employee, () software, () combination</p> <p>Major output of Activity: dispensing medication</p> <p>Measures of Output: patient receives correct medication and dosage, directions</p>			
Steps in the Activity	Responsibility	Decision/Rules	Opportunities for Improvement
<ol style="list-style-type: none"> 1. Physician submits handwritten order to staff member 2. Staff member transcribes order to medication administration record 3. Staff member faxes order to pharmacy 4. Pharmacist fills order 5. Nurse dispenses medication 6. Patient receives medication 	<p>Physician is responsible for diagnosing patient and writing prescription for patient. Also responsible for submission of handwritten order to staff member.</p> <p>Staff member is responsible for interpretation and transcription of order. Also responsible for faxing order to pharmacy.</p> <p>Pharmacist is responsible for filling order.</p> <p>Nurse is responsible for dispensing medication to patient.</p>	<p>Rule 1: Proper diagnosis of patient</p> <p>Rule 2: Steps must be followed in order</p> <p>Rule 3: staff member and pharmacist must follow exact order that physician has placed</p>	<p>Confirm receipt of transaction between each step in activity</p> <p>Confirm accuracy of transcription</p> <p>Could install a POE system in order to reduce error (by taking out the transcription step)</p>