

# TOOLS AND FORMS

Eliminating Needle Pain in Children

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January , 2020

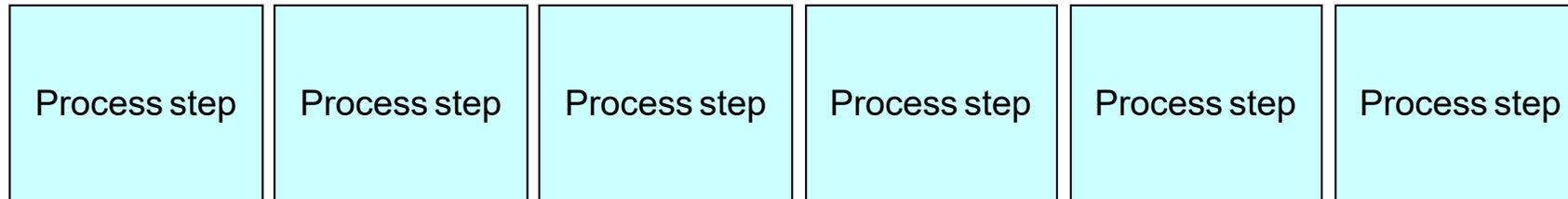
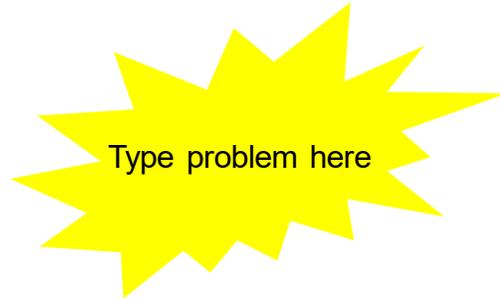
# Charter

<b>Assessment Date:</b> <b>Meeting Date/Times:</b>		<b>Sponsor:</b> name <b>Process Owner:</b> name <b>Coach:</b> name	
<b>Problem Statement:</b>			
<b>Scope:</b> <u>Starting Point:</u> <u>Ending Point:</u>  <u>Sub processes included:</u>  <u>Out of Scope:</u>		<b>Targets:</b>	
<b>Baseline Data:</b>		<b>Team (Name &amp; Job Role):</b>	<b>MGT (Name &amp; Job Role):</b>
<b>Resource Reps:</b>		<b>Stakeholders:</b>	

# Timeline

Mile Stone	Date
Charter Complete	
Alignment Complete	
Assessment Complete	
Work Session(s) Complete	
Training Complete	
Logistics Complete	
Kick Off	
Initial Measures Sent (1 mo. post kick off)	
Target Achieved	

# As-is process map



# To-be process map



This is a grouped object.  
The text box can be sized  
independently of the tag by  
double clicking on it.



# Education plan

	Role 1	Role 2	Role 3	Role 4
What				
Who				
How				
When				
Where				

# MEASURES

What is being measured?	How is it measured?	What is the target?	What is the baseline data?	Collection Method	Collection Frequency
Adherence to Protocol (process)	Patient/Family Survey	90%			
Customer Satisfaction (outcome)					

# Data management

Data Plan	
Who and how will data be collected?	
How often will the data be collected?	
How many audits are to be completed per week/month?	
Are there any questions on the audit form that are not applicable during baseline data collection?	
Where will data be stored?	
Who will manage data?	

# Logistics form

Strategy	Order #	How Many	Location	Who re-orders	Who re-stocks	Who Cleans * How often	Owner
Numbing cream						N/A	
Sucrose						N/A	
Positioning aids (bolsters etc)							
Distraction: List each item below							

- For each strategy make sure you have a starting supply on hand, and a way to replenish.
- You want to make sure it is readily available every time staff attempt to use
- Reordering and stocking –Indicate the department responsible (Pharmacy, central supply, etc. )
- \*Cleaning should plan for where to put “dirty “ items, when items are cleaned and by whom
- Owner- who will make sure everything is in place for each strategy (it can be the same person or different people for each)

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