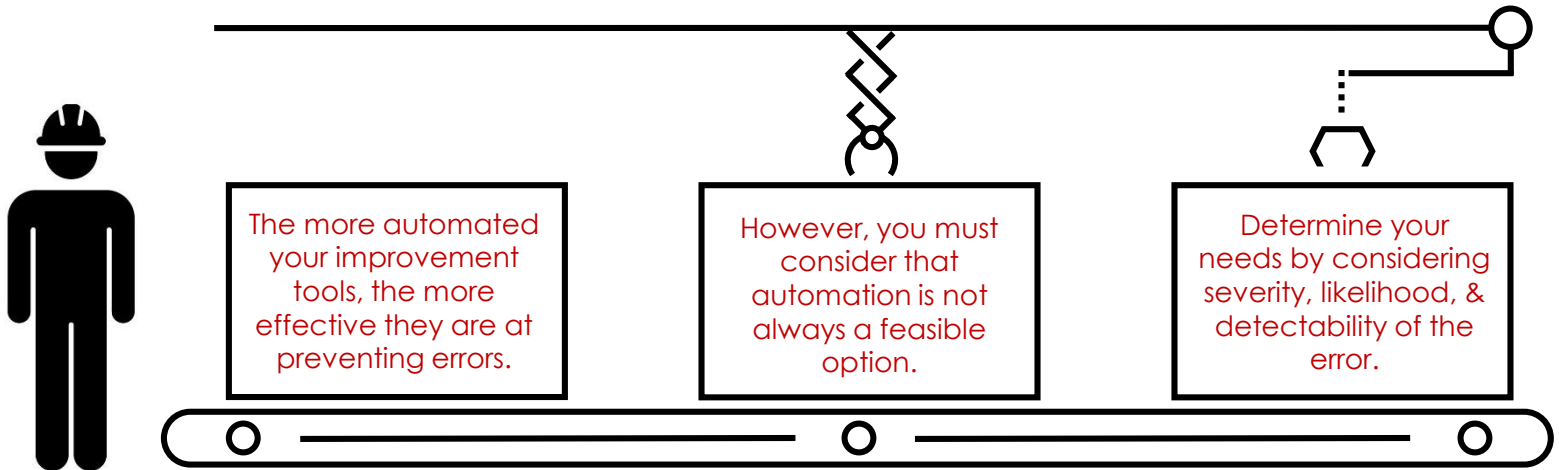


Forcing Functions

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To err is human, when possible **introduce forcing functions in your process**. Just like standard work, forcing functions (error proofing) help you ensure that the right step is done every time.

Forcing functions create a hard stop that you cannot pass unless you change your actions. **The process of creating this hard stop is also called mistake-proofing.**



VISUAL REMINDERS	MANUAL TOOLS	COMPUTER/AUTOMATION	PHYSICAL MECHANISMS
Person will be expected to notice reminder and take additional steps if needed.	Person will be expected to fill out and check/monitor their work.	The step is automatically performed, or resides in a trackable system.	The new process or step will happen on its own or the error can't happen because of design.
e.g. poster, best practice alert	e.g. paper checklist, nursing whiteboard	e.g. EMR order set, telemetry monitor	e.g. barcodes, RFID



People focused: The individual is expected to notice the reminder and to take or avoid action to prevent the error from happening or ensure the right step happens.

System focused: the system has a built in (automatic) process to prevent the error from happening or ensure the right step happens even if the individual doesn't notice.