

ORGANIZATION AND INFRASTRUCTURE

1. What is your primary role in the Emergency Department?

- Residency Administration
- ED Quality or Safety Administration
- ED Director or Operations Administration
- Department Chief
- Attending with no formal Administrative title

2. How often does your residency program hold M&M conference?*

*If multiple sites, please include all clinical sites when determining frequency

- Weekly
- Bi-weekly (every other week)
- Monthly
- Less than once monthly

3. How long is M&M conference?

- Shorter than 1 hour
- 1 hour
- 2 hours
- Longer than 2 hours

4. What is the objective of M&M?

Drag and drop the following choices in order of preference, with your top choice in the first position.

<input type="checkbox"/>	Discuss adverse outcomes [e.g. patient deaths/readmissions]
<input type="checkbox"/>	Identify systems errors
<input type="checkbox"/>	Identify cognitive errors
<input type="checkbox"/>	Teach individual professional accountability
<input type="checkbox"/>	Discuss interesting cases
<input type="checkbox"/>	Other:

CASE FINDING

5. How are cases for M&M identified?

Check all that apply

- Email from providers
- Hospital's patient safety reporting system
- Referred from risk management
- Regular review of deaths in the ED
- Regular review of deaths after admission
- Regular review of return visits

Other Triggers:

6. Is there a method of submitting cases anonymously for M&M?

- Yes
- No

CASE SELECTION

7. What criteria are used to decide which cases are presented?

Rank in order of importance

<input type="checkbox"/>	Severity of Outcome
<input type="checkbox"/>	Case involves errors, regardless of patient outcome
<input type="checkbox"/>	Referred by another department for presentation
<input type="checkbox"/>	Interesting nature of disease

8. Who decides which cases are presented?

- Resident presenting conference
- Attending supervising conference
- Joint decision of resident and attending

Other (please specify)

9. Who is in charge of overseeing the M&M process?

- Program director
- Associate/Assistant program director
- Director of Quality
- Other faculty

Other (please specify)

PRESENTATION

10. Who presents the cases at M+M?

- Resident involved in patient's care
- Resident who presents entire conference (not involved in patient's care)
- Faculty involved in patient's care
- Faculty not involved

Other (please specify)

* 11. Please check the frequency of the following activities or events:

	Never	Rarely	Frequently	Always
Attendings that are involved in cases are identified by name by the presenters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Residents that are involved in cases are identified by name by presenters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clinicians that are involved in cases are present at M+M	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendings that are involved in cases are asked to comment on the case	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Residents that are involved in cases are asked to comment on the case	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analysis of systems errors contributing to each case is performed as a part of M+M conference	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

FOLLOW UP

12. Is there a single individual responsible for following up on systems issues identified at M+M?

- Yes
- No

13. Is there a formalized process for following up on systems issues identified at M+M?

Yes

No

14. Are changes that are made reported back to residents?

Yes, at a future M&M

Yes, by other methods (e.g. email)

Not regularly

15. Do you believe systems issues identified in M&M conference lead to change in your emergency department?

Always

Sometimes

Never

16. Is there regular debriefing for residents who have their cases discussed at M&M?

Yes, by a member of residency administration

Yes, by chief resident

Yes, by someone else

No

17. Is M&M formally evaluated by Attendings?

Yes

No

18. Is M&M formally evaluated by Residents?

Yes

No

19. Please rank the following statements

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The Residents find M&M to be of educational value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Case discussion is focused on cognitive errors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Case discussion is focused on identifying systems errors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
M&M contributes to the culture of safety at my institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>