THE NATIONAL QUALITY FORUM

CONFERENCE CALL OF THE COMMON FORMATS EXPERT PANEL

September 15, 2008

Panel members present: Henry Johnson, MD, MPH (Co-Chair); John R. Clarke, MD, FACS; Diane D. Cousins, RPh; Peter Elkin, MD; Karen Frush, BSN, MD; Paul Gluck, MD, Mark Keroack, MD, MPH; Mary Krugman, PhD, RN; Helen Lau, RN, MHROD, BSN; Arthur Levin, MPH; Bryan Liang, JD, MD, PhD; Marlene Miller, MD, MSc; Lori Paine, RN, MS; Shannon Phillips, MD, MPH; Nancy Ridley, MS; Prof. William Runciman; Heather Sherman, PhD; Liaison Member: William Munier, MD

Others present: Amy Helwig, Ira Yanowitz, Marcy Opstal, Susan Grinder, Jodi Mitchell, Lisa Vidovic, Judy Powers, Carol Schwartz, Kathy Barberio, Pattie Sokol, Tanya Alteras, Caren Ginsberg

NQF Staff: Melinda Murphy, RN, MS, Alexis Forman, MPH

WELCOME, INTRODUCTIONS, DISCLOSURES OF INTEREST

Following the welcome, Expert Panel members introduced themselves and made disclosures. The following Panel members disclosed various work related to public/adverse event reporting; none were related to direct involvement in Common Formats development/testing. David Knowlton, is an officer and director of the Leapfrog Group and is on the Leadership Team for the Consumer Disclosure Project. Arthur Levin is a member of National Committee for Quality Assurance's Committee on Performance Measurement. Prof. William Runciman is President of the Governing Council for the Australian Patient Safety Foundation and a member of the Board of Patient Safety International. John Clarke is Clinical Director for Patient Safety and Quality Initiatives at the ECRI Institute and is Clinical Director for the Pennsylvania Patient Safety Reporting System. Those without disclosures included: Marlene Miller, Shannon Phillips, Mary Krugman, Mark Keroack, Heather Sherman, Paul Gluck, Bryan Liang, Nancy Ridley, Henry Johnson, Diane D. Cousins, Karen Frush, Peter Elkin, Helen Lau, and Lori Paine.

OVERVIEW OF EXPERT PANEL TASKS

Dr. Johnson gave a brief introduction regarding the development of Common Formats. He indicated that the purpose of the commenting tool is for the general public to make comments and suggestions about the Common Formats, which will be screened and processed by this NQF Common Formats Expert Panel and then provided to the Agency for Healthcare Research and Quality (AHRQ). Comments of a minor technical nature will go directly to AHRQ; those suggesting more substantive technical or content changes will be considered by the Expert Panel, which will make suggestions regarding changes based on criteria it will develop. The comments and suggestions will be considered by AHRQ as it continues to refine the Common Formats.

The Expert Panel was advised that, while parts of the usual NQF processes will be used in this project, the process of requesting and processing comments about the Common Formats does

not involve the consensus development process and will not include endorsement. The Common Formats will continue to evolve; thus it would be inappropriate to subject them to a process that suggests finality. In addition, to reviewing comments and making suggestions to AHRQ, the panel will continue to follow-up on the work of the Patient Safety Event Taxonomy (PSET) CSMC. A subgroup will be created to work on PSET maintenance; likely this group will include those members who served on the PSET Consensus Standards Maintenance Committee. However, to afford all members the opportunity to be familiar with this project, Ms. Murphy will email the expert panel the NQF report, *Standardizing a Patient Safety Taxonomy: A Consensus Report,* and the most recent NQF Taxonomy Consensus Standards Maintenance Committee's (CSMC) report to the NQF Board of Directors.

ORIENTATION TO COMMON FORMATS

Dr. Munier and Helwig, gave a presentation entitled, *PSO Common Formats for Patient Safety Event Reporting*. Dr. Munier stated that AHRQ wants Patient Safety Organizations (PSOs) ultimately to use information gained through use of the Common Formats to improve quality. He explained that the Common Formats Version 0.1 Beta pertains to patient safety events in hospital settings only though they will eventually apply to other settings.

Version 0.1 Beta affords the opportunity to obtain feedback on how well the forms work for their intended purposes. Dr. Munier noted that the Common Formats will be continually changing as the concepts they capture continue to be expanded and evolve. To assist in that process, AHRQ desires feedback from private sectors and non-federal public organizations. .

Dr. Helwig mentioned that AHRQ wanted the forms to capture the needed information in a short and simple manner as possible, and for the formats to be functional and usable in any setting. She stated that 2 of the 5 components [the paper forms and the User Guide] of Version 0.1 Beta were released to the public on August 29, 2008. The paper format was selected because it could come to public release in less time than electronic. However, AHRQ is currently working on requirements for software development. The other 3 components (descriptions of patient safety events, examples of patient safety population reports and a metadata registry) will be released in the near future. Depending on the feedback received regarding Version 0.1 Beta, a second version will be prepared in 6-9 months.

ORIENTATION TO NQF COMMENTING TOOL

Dr. Rosenthal walked the group through the commenting tool via webinar. Two goals of the commenting tool are to: 1) be user friendly and 2) capture comments on all elements of the forms. Dr. Rosenthal showed the expert panel how to create an account and how to log into the commenting tool as well as the tutorial that was created to explain how the commenting tool works. Dr. Rosenthal gave a demonstration on how to make comments on the forms. Once a comment is saved, it goes directly to NQF. In contrast to the usual NQF consensus process, comments will not be posted for public view. Only the expert panel will have access to view the comments.

A member of the expert panel asked if individuals could comment on the user guide. Dr. Rosenthal noted that there was no specific question pertaining to the user guide, however,

comments regarding the user guide could be placed in the "General Comments" section. Dr. Helwig explained that AHRQ's PSO Privacy Protection Center will maintain the user guide and comments can be directed to the Privacy Protection Center. Their website is www.psoppc.org.

When submitting a comment, individuals are given the option to rate the significance of their comment as minor, neutral or significant. One of the members of the Panel suggested that each rating should be defined to provide a better understanding of how to rate their comment.

NQF APPROACH TO PARSING COMMENTS

Ms. Murphy will review all comments and, based on criteria from the Expert Panel, will determine which comments should go directly to AHRQ and what comments should go to the Expert Panel. The Panel will be given a list of all comments, including the comments that were sent directly to AHRQ. As of Monday, September 15, 2008, 39 comments from 5 people had been received. The majority of the 39 comments are minor technical comments that could be sent directly to AHRQ.

Of note is that unlike the usual NQF standards review process, there is no deadline for submission of comments; comments will be reviewed continuously over time. However, Ms. Murphy suggested there may be a deadline created for submission of comments for review at the in-person meeting of this panel.

NEXT STEPS

Drs. Classen and Johnson (Co-chairs) and Ms. Murphy will draft criteria for evaluating comments which will then go to all the members of this Expert Panel for review and comment. Any suggestions for criteria or draft revisions should be sent to Ms. Murphy via email. Once the draft is complete, it will be sent back to the Expert Panel for review. The criteria will be finalized in the October teleconference. At its in-person meeting the panel will affirm the criteria and begin to evaluate comments based on the approved criteria.

It was suggested that all members of the Panel create an account on the commenting tool web site and add comments.

A member of the expert panel recommended that the panel members read Dr. Bryan Liang's article regarding the Patient Safety and Quality Improvement Act of 2005. Ms. Murphy will email the expert panel this article.

Ms. Murphy will send the expert panel information regarding the in-person November meeting in the near future.