THE NATIONAL QUALITY FORUM

CONFERENCE CALL OF THE COMMON FORMATS EXPERT PANEL

October 13, 2008

Panel members present: Henry Johnson, MD, MPH (Co-Chair); David C. Classen, MD, MS (Co-Chair); John R. Clarke, MD, FACS; Diane D. Cousins, RPh; Karen Frush, BSN, MD; Mark Keroack, MD, MPH; Mary Krugman, PhD, RN; Helen Lau, RN, MHROD, BSN; Arthur Levin, MPH; Lori Paine, RN, MS; Nancy Ridley, MS; Prof. William Runciman; Liaison Member: William Munier, MD

Others present: Amy Helwig, Toya Sledd

NQF Staff: Melinda Murphy, RN, MS, CNA; Alexis Forman, MPH; Daniel Rosenthal, MD, MSc, MPH; Floyd Eisenberg, MD, MPH, FACP

APPROVAL OF MINUTES OF SEPTEMBER 15, 2008 CONFERENCE CALL

Following the welcome by Dr. Classen, the minutes from the September 15, 2008 conference call were approved unanimously.

UPDATE ON PATIENT SAFETY ORGANIZATIONS (PSOs) AND THE LEGISLATION

Dr. Munier explained that as of Wednesday, October 8, 2008 at 4:15PM, the Interim Guidance to allow organizations to apply to be listed officially as Patient Safety Organizations (PSOs) was made available through the Agency for Healthcare Research and Quality (AHRQ). The guidance sets no geographic boundaries and there is no limit on the number of PSOs that may exist in each city or state. AHRQ has currently received three applications from entities that wish to be recognized as PSOs. Dr. Munier stated that there is a possibility that the first list of PSOs will be published by the end of October 2008. While use of the Common Formats is voluntary, it is desirable that PSOs utilize the Common Formats for a variety of reasons .

Of note, at the end of the third year that an entity is listed as a PSO, that PSO will need to comply with additional requirements; i.e., complete a form to continue to be listed as a PSO. Additionally, at that time, PSOs will be required to attest to whether or not they are using the Common Formats. If a PSO is not using the Common Formats, they must identify what they are using and how what they are using will meet the statutory intent related to comparability of information. A member of the Expert Panel requested that the Expert Panel receive information regarding who the initial PSOs are and whether or not they are using Common Formats. Dr. Munier stated that he would work on supplying this information.

Additional information regarding the Interim Guidance and the PSO application process, can be viewed at the following website:http://www.pso.ahrq.gov/listing/listprocess.htm.

REFINEMENT OF PROCESS AND CRITERIA FOR CONSIDERATION OF COMMON FORMATS COMMENTS

During the conference call, multiple edits were made to the draft criteria document that had been circulated among the Expert Panel members. The information which follows reflects the discussion and resulting revisions that occurred during the conference call for each of the three sections of the process and criteria form.

Section 1: Comments that can be directly submitted to AHRQ
Ms. Murphy suggested altering the section regarding comments that can be directly submitted to AHRQ from "**Comments that can be directly submitted to the AHRQ** without review by the Expert Panel meet one or more of the following criteria…" to "**Comments that can be directly submitted to the AHRQ** without review by the Expert Panel are those such as…." The Panel approved this change and added two additional criteria "Placement on a specific form" and "sequencing on an individual form". Ms. Murphy indicated that many of the comments triaged directly to AHRQ will not warrant the expertise of the Panel. An example of this would be the order in which the questions appear on one or more Common Formats forms.

It was suggested that the process and criteria document should note that all comments will be reviewed and initially triaged by NQF staff. This change was made with unanimous Panel support. Based on discussion and agreement , all comments triaged to AHRQ will be provided to the Expert Panel for informational purposes. It was further agreed that AHRQ could and should if necessary seek input from the Expert Panel related to any comments triaged directly to AHRQ.

Section 2: Criteria for comments that will achieve highest priority for Expert Panel review
There was a brief discussion on the language "fatal flaw." Dr. Johnson stated that he defined fatal flaw as data that could be difficult or impossible to reliably classify. An example of a data set that could create such difficulty is a medication error that results in a patient falling thus creating confusion about how the event should be reported; i.e., as a medication error or a patient fall. Dr. Munier agreed that there is room for judgment when there is more than one event involved. He explained that AHRQ is working on providing guidance on how things should be viewed if there are multiple events.

Ms. Cousins suggested adding, under 'Improve user implementation and maintenance':, "*Increase consistency in selection of responses*" to address the issue of consistency. This will increase the potential for individuals with minimal training to use these Common Formats forms.

Ms. Ridley was concerned with the standardizing classification of sites/facilities at which events occur. She felt there needed to be a clear delineation of the location on the forms though at this time, the Common Formats pertain only to the hospital setting. Dr. Helwig stated that AHRQ is currently working on standardizing types of facility for future use. Currently there are three value sets for which AHRQ has drafted standardized types available:

1) Location within the facility for specificity; e.g.- Hematology versus 4-East.

2) Types of facilities: AHRQ has looked at different sources of facility codes from organizations such as CMS, and the American Hospital Association.

3) Provider and provider type

Section 3: Suggestions from the Panel to AHRQ
Ms. Cousins stated that all comments should be considered for the broader impact across all forms. With Panel approval, additions were made to the first bullet point to include her proposal.

Ms. Ridley asked Dr. Munier if AHRQ plans to establish a PSO network so PSOs can share experiences and tools with one another. Dr. Munier said that AHRQ is required by the statute to have an annual PSO meeting which it may have immediately before or after the AHRQ annual meeting. He mentioned that AHRQ has contracted with Westat which will, among other things, supply an evidence-based tool to provide PSOs with patient safety information. Dr. Munier also noted that the PSO Privacy Protection Center (PSO PPC) will provide technical support to all PSOs.

Dr. Keroack proposed an addition to the third bullet point: "*user acceptance or likelihood adoption*". Dr. Classen also suggested adding the word "*inter-rater*" in front of the word "*reliability*."

Dr. Clarke recommended adding another bullet point stating that "*suggestions from the expert panel should be internally consistent*" to ensure that the Expert Panel does not send suggestions to AHRQ that are not coherent within and across forms.

All approved additions and revisions discussed throughout the conference call were included in the modified document.

REMINDERS

NQF staff and the Co-Chairs will finalize changes and send the process and criteria form to the Expert Panel via email for their concurrence or correction.

Based on Panel input, Ms. Forman has identified specific dates for the Expert Panel monthly conference calls. Those dates will be sent out with the edits of the criteria form via email.

Panel members who have not already done so should email Ms. Murphy (mmurphy@qualityforum.org) the dates in February 2009 in which they will not be available. Please provide her with this information as soon as possible so arrangements for the February 2009 in-person meeting in Washington, D.C. can begin. As is usual practice, NQF will provide a conference call line for those Expert Panel members who are unable to attend the in-person meeting.

As of October 13, 2008, 376 comments from 21 people have been submitted. Only 7 members of the Expert Panel have provided comments. If you have not created an account and submitted comments for the Common Formats please do so.

The next Common Formats Expert Panel conference call will be Monday, November 10, 2008 from 4:00-5:30 p.m. EST. The materials and dial-in information for the call will be sent via email a week prior to the November 10th conference call.