

# Failure Mode and Effects Analysis Workshop



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## Aims

The aims of the workshop are to help staff to:

- know the purpose of failure mode and effects analysis (FMEA) and how to use FMEAs to improve patient safety
- carry out an FMEA properly.

## Learning objectives

The workshop helps staff to understand the importance of being proactive about improving patient safety. Participants learn:

- what's involved in an FMEA and how it differs from analysis of an incident
- benefits of doing FMEA to patients, staff and the hospital
- how to carry out an FMEA in detail following stages represented by the acronym P-R-E-V-E-N-T
- practical tools and techniques to do each stage in an FMEA
- how to involve a team to work on an FMEA
- how to report on an FMEA.

## Format

The workshop includes short presentations on stages in an FMEA. About half the workshop time is for small groups to complete an FMEA.

## Materials

Each participant receives a copy of a 106–page book, *Using Failure Mode and Effects Analysis to Improve Patient Safety*, that includes principles, step-by-step guidance and examples, and a *Failure Mode and Effects Analysis Workbook* with practical assignments to do in the workshop. Certificates of participation in the workshop are provided.