

Supplemental Table

<b>Contributing Factor Chart</b>		
<b>Factor</b>	<b>Excel code</b>	<b>Description</b>
1. Individual performance		Event is directly related to an individual action or lack of action
a. Mistake	IND mistake	Errors of omission, commission or mis-action
b. Judgment	IND judgment	Issues with decisions made by individual staff
c. Procedure	IND procedure	Existing procedure, policy or guideline not followed or followed incorrectly or incompletely
d. Communication	IND communication	Inadequate communication by an individual
e. Other performance issue	IND other	
2. Teamwork	TEAMWORK	Event most attributable to failure to work effectively as a team including flaws in collaboration, communication, etc.
3. Supervision	SUPERVISION	Event at least partly due to inadequate supervision
4. Training	TRAINING	Lack of adequate training for task
5. Staffing	STAFFING	Understaffing, incorrect staffing
6. Working conditions	WORKING CONDITIONS	Unsuitable or unsafe conditions (e.g., poor lighting)
7. Resource availability	RES available	Limited supplies, unavailable or delayed supplies needed for task, e.g., platelets not available for transfusion
8. Resource quality	RES quality	Available product not ideal for task or defective
9. IT limitation	IT functionality	Flaws or limitations in IT tool including EMR that allows or facilitates an event
10. Service availability	SERVICE AVAILABILITY	Needed service was delayed or unavailable, e.g., laboratory reporting system not working
11. Policy or protocol		
a. Nonexistent	POL nonexistent	Needed policy or protocol does not exist
b. Unavailable	POL unavailable	Existing policy or protocol not available when needed
c. Insufficient	POL insufficient	Existing policy or protocol contains gaps, confusing or ambiguous language or is poorly designed

d. noncompliance	POL noncompliance	Existing policy or protocol not followed or not followed properly
e. Other policy or procedure issue	POL other	
12. Contributing factor not otherwise specified	CF other	Other contributing factor
13. Contributing factor not identifiable	CF unknown	