

**QAPI Ad hoc Meeting Minutes**

**TOPIC:** \_\_\_\_\_

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<b>Facility Name:</b>	<b>Date and Time:</b>
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<b>Identification</b>	<b>Interventions</b>	<b>Date and Assigned to:</b>	<b>Miscellaneous</b>
What immediate interventions were initiated for resident identified?			
What immediate actions were taken to identify all residents potentially affected?  What continued and immediate interventions were implemented for identified residents?			
What actions will be taken for future residents potentially affected?			

<p>What system changes were made / modified?</p> <p>What systemic education was completed to enhance knowledge development of staff?</p> <p><i>If Applicable: What education was completed through immediate resident council</i></p>			
<p>Continued Quality Assurance audits implemented to ensure enhanced system compliance?</p>			

**Root Cause Analysis:**

**Other Discussion:**

**Immediate QAPI Review:**

<b>QAPI Member Name</b>	<b>QAPI Member Dept.</b>	<b>QAPI Member Signature</b>	<b>Date</b>

**Updated Information to be reported to facility QAPI meeting on (date of next QAPI)**\_\_\_\_\_