**Adverse Event or Near-Miss Analysis Scoring Guide(RUBRIC)**

| CRITERIA | NON-PERFORMANCE | BASIC | PROFICIENT | DISTINGUISHED |
| --- | --- | --- | --- | --- |
| Analyze the missed steps or protocol deviations related to an adverse event or near miss. | Does not list the missed steps or protocol deviations related to an adverse event or near miss. | Lists the missed steps or protocol deviations related to an adverse event or near miss, but does not analyze how they led to the adverse event or near miss. | Analyzes the missed steps or protocol deviations related to an adverse event or near miss. | Analyzes the missed steps or protocol deviations related to an adverse event or near miss. Identifies knowledge gaps, unknowns, missing information, unanswered questions, or areas of uncertainty where further information could improve the analysis. |
| Analyze the implications of the adverse event or near miss for all stakeholders. | Does not list the implications of the adverse event or near miss for all stakeholders. | Lists possible impacts of the adverse event or near miss for stakeholders, but does not analyze the short- or long-term implications. | Analyzes the implications of the adverse event or near miss for all stakeholders. | Analyzes the implications of the adverse event or near miss for all stakeholders. Identifies assumptions on which the analysis is based. |
| Evaluate quality improvement technologies related to the event that are required to reduce risk and increase patient safety. | Does not list quality improvement technologies related to the event that are required to reduce risk and increase patient safety. | Lists quality improvement technologies related to the event that are required to reduce risk or increase patient safety, but does not evaluate how those technologies were used or could have been used more effectively. | Evaluates quality improvement technologies related to the event that are required to reduce risk and increase patient safety. | Evaluates quality improvement technologies related to the event that are required to reduce risk and increase patient safety. Identifies criteria by which to evaluate the technologies. |
| Incorporate relevant metrics of the adverse event or near-miss incident to support need for improvement. | Does not identify relevant metrics of the adverse event or near-miss incident to support need for improvement. | Attempts to identify metrics relevant to the adverse event or near-miss incident, but omits relevant data or does not show how metrics relate to the event or incident. | Incorporates relevant metrics of the adverse event or near-miss incident to support need for improvement. | Incorporates relevant metrics of the adverse event or near-miss incident to support need for improvement. Evaluates the quality of the data. |
| Outline an evidence-based quality improvement initiative to prevent an adverse event or near miss. | Does not outline an evidence-based quality improvement initiative to prevent an adverse event or near miss. | Attempts to outline a quality improvement initiative to prevent an adverse event or near miss, but it is not clear that all QI suggestions are evidence-based. | Outlines an evidence-based quality improvement initiative to prevent an adverse event or near miss. | Outlines an evidence-based quality improvement initiative to prevent an adverse event or near miss. Impartially considers conflicting data and other perspectives. |
| Communicate analysis and proposed initiative in a professional, effective manner, writing clearly and logically, with correct use of grammar, punctuation, and spelling. | Does not communicate analysis and proposed initiative in a professional, effective manner; does not write clearly and logically with correct use of grammar, punctuation, and spelling. | Attempts to communicate analysis and proposed initiative professionally and effectively but there are lapses, omissions, and/or errors that detract from the overall message. | Communicates analysis and proposed initiative in a professional, effective manner, writing content clearly and logically, with correct use of grammar, punctuation, and spelling. | Communicates analysis and proposed initiative in a professional, effective, and error-free manner, writing clearly and logically. |
| Integrate relevant sources to support arguments, correctly formatting citations and references using APA style. | Does not integrate relevant sources to support arguments; does not correctly format citations and references using APA style. | Sources lack relevance or are poorly integrated; citations or references are missing or not formatted according to APA style. | Integrates relevant sources to support arguments, correctly formatting citations and references using APA style. | Integrates relevant sources to support arguments, formatting citations and references, using APA style without errors. |