**Adverse Event or Near Miss Analysis Scoring Guide**

| **CRITERIA** | **NON-PERFORMANCE** | **BASIC** | **PROFICIENT** | **DISTINGUISHED** |
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| **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 fails to 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, and 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 fails to analyze their short- or long-term implications for the stakeholders. | 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, and 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 could reduce risk or increase patient safety, but fails to evaluate how those technologies were used, or how they could be more usefully employed. | 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, and identifies criteria that can be used 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 some metrics relevant to the adverse event or near miss incident, but omits some relevant data or fails to meaningfully 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, and evaluates the quality of the data. |
| **Outline a quality improvement initiative to prevent a future adverse event or near miss.** | Does not outline a quality improvement initiative to prevent a future adverse event or near miss. | Attempts to outline a quality improvement initiative to prevent a future adverse event or near miss, but it is not clear that QI suggestions are based on research or best practices. | Outlines a quality improvement initiative to prevent a future adverse event or near miss. | Outlines a quality improvement initiative to prevent a future adverse event or near miss, and impartially considers conflicting data and other perspectives. |
| **Communicate analysis and proposed initiative in a professional and effective manner, writing content clearly and logically with correct use of grammar, punctuation, and spelling.** | Does not communicate analysis and proposed initiative in a professional and effective manner; does not write content clearly and logically with correct use of grammar, punctuation, and spelling. | Attempts to communicate analysis and proposed initiative in a professional and effective manner, but content is not consistently clear and logical, or errors in use of grammar, punctuation, or spelling distract from the message. | Communicates analysis and proposed initiative in a professional and effective manner, writing content clearly and logically with correct use of grammar, punctuation, and spelling. | Communicates analysis and proposed initiative in a professional and effective manner. Content is clear, logical, and persuasive; grammar, punctuation, and spelling are without errors. |
| **Integrate relevant sources to support arguments, correctly formatting citations and references using current APA style.** | Does not integrate relevant sources to support arguments; does not correctly format citations and references using current APA style. | Sources lack relevance or are poorly integrated, or citations or references are incorrectly formatted. | Integrates relevant sources to support arguments, correctly formatting citations and references using current APA style. | Integrates relevant sources to support assertions, correctly formatting citations and references using current APA style. Citations are free from all errors. |