## **Choosing the Optimal Actions Worksheet**

Problem Being	
Addressed:	

	Proposed Action #1	Proposed Action #2	Proposed Action #3
Proposed Action			
Does it effectively solve the problem?			
How soon can it be implemented?			
How likely would staff comply?			
What resources does it require?			
How can its effectiveness be monitored?			
What are the downsides or undesirable consequences?			

Adapted with permission from S. Sutlief "Corrective Actions," Incident Learning Systems Workshop (2015) Link to presentation: https://www.aapm.org/education/VL/vl.asp?id=4068