



### Ground Rules for Root Cause Analysis

- **Purpose** - of an RCA is to identify underlying system problems in order to make improvements that minimize risk and potential harm
- **Focus** - should remain on system issues - we are not here to assign blame, but to understand what happened and why it happened.
- **Trust** - Everyone here is a professional and is an equal in this process. Treat each other with respect. Direct questioning is intended for learning.
- **Confidentiality** - What is said in the room about event specifics - who/what/when - stays in the room. These specifics are only important IF they allow us to determine how to minimize risk.
- **Honesty** - Be open-minded. Speak candidly, honestly and respectfully.
- **Parking lot** - will be used to validate concerns and stay on task.
- **What leaves the room** - proposed system changes are the focus.