Intake form: Anticoagulant follow-up

One block per elementary action. Fill it in on screen or by hand. Print page 2 again if you need more actions.

The task

Role Who does the task?

Person interviewed Name, role and date

Trigger What starts the task?

Expected result How do we know it is done?

Frequency How many times a day or a week?

Context What is the work setting like?

SPECIFIC TO THIS TASK

Protocol Which protocol governs the decision?

Clinical information Which patient data must be in view?

Communication Who must hear about the decision?

Action 1

Action A verb and an object.

Time How long does it take?

Information needed What must be visible to do it?

Information entered What is typed or noted?

Decision On what basis is it decided?

Tool used Where is it done today?

Critical path ☐ Yes, every time ☐ No, only in some cases

Pain points What slows it down or causes mistakes?

Action 2

Action A verb and an object.

Time How long does it take?

Information needed What must be visible to do it?

Information entered What is typed or noted?

Decision On what basis is it decided?

Tool used Where is it done today?

Critical path ☐ Yes, every time ☐ No, only in some cases

Pain points What slows it down or causes mistakes?

Action 3

Action A verb and an object.

Time How long does it take?

Information needed What must be visible to do it?

Information entered What is typed or noted?

Decision On what basis is it decided?

Tool used Where is it done today?

Critical path ☐ Yes, every time ☐ No, only in some cases

Pain points What slows it down or causes mistakes?

Action 4

Action A verb and an object.

Time How long does it take?

Information needed What must be visible to do it?

Information entered What is typed or noted?

Decision On what basis is it decided?

Tool used Where is it done today?

Critical path ☐ Yes, every time ☐ No, only in some cases

Pain points What slows it down or causes mistakes?

Action 5

Action A verb and an object.

Time How long does it take?

Information needed What must be visible to do it?

Information entered What is typed or noted?

Decision On what basis is it decided?

Tool used Where is it done today?

Critical path ☐ Yes, every time ☐ No, only in some cases

Pain points What slows it down or causes mistakes?