FMEA team charter

This FMEA is focused on:

Start date:

Target completion date:

Team member	Position (e.g., licensee, staff pharmacist, pharmacy technician, pharmacy assistant, sales clerk, pharmacy student, owner, regional manager, patient representative, physician, nurse)
Team leader(s)	
Recorder(s)	

Are all affected areas represented? ☐ Yes ☐ No
If **no**, why not?

Are different levels and types of knowledge represented on the team? ☐ Yes ☐ No
If **no**, what are the gaps?

Information available for review by the team:

☐ Results of cognitive walkthrough (including photos), if applicable
☐ Information on equipment and devices, as applicable
(e.g., screenshots from pharmacy information system, blood glucose meters)
☐ Relevant policies and procedures
☐ Relevant standards of practice, best practice guidelines or other relevant literature

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Adapted from VA National Center for Patient Safety Healthcare Failure Mode and Effects Analysis worksheets. Available at http://www.patientsafety.gov/SafetyTopics/html#HFMEA