

Gap Analysis Plan Form



This example shows two possible gaps.

JCI FMS Chapter Team								
ITEM	LIKELY GAP (where your current state doesn't match the desired state)	RELATED #	GAP TYPE POL = Policy PRA = Practice MON = Monitoring	TYPE OF REQUIREMENT Policies and Procedures Documentation Communication Education Competency Responsibility Monitoring/Checking for Changes Data Collection and Analysis Time Limits Scope/Range	DOCUMENTS TO REVIEW	PROCEDURES TO OBSERVE	STAKEHOLDERS (of the various documents and processes the requirements address.*)	QUESTIONS TO ASK STAKEHOLDERS
1	Hazardous materials inventory and documentation of types, locations, and quantities	FMS.5, ME1 and ME5	PRA	Policies and Procedures, Documentation, Responsibility	Hazardous Materials and Waste Program, Hazardous Materials and Waste Inventory	Process of updating the inventory of hazardous materials and waste	Facility management staff	Who updates the hazardous materials and waste inventory? How often is it done? Can you show me where on the inventory it shows the location and quantity of each type of hazardous material and waste? Can you take me to one of the locations listed?
2	Labeling hazardous materials and waste	FMS.5, ME4	PRA	Policies and Procedures, Education	Hazardous Materials and Waste Program	Labeling of hazardous materials and waste	Nursing and medical staff; facility management staff	Can you please show me how you label hazardous materials and waste in this department/unit? When was your last training on this process? May I please see the policy that covers this process?

* Stakeholders may include board members, C-suite leadership, medical staff leaders, department/unit leaders and managers, medical staff, department/unit staff, frontline staff, support staff, and patients and families. Documents may include policies and procedures, bylaws, quality program plans, surveys, board minutes, etc