

Gap Analysis Template (Sample)

Here is how the template might be completed for a change involving security on badges to access patient floors.

Describe the Current State	Gap (Quantify the difference)	Describe the expected Future State
<p>Currently, most patient floors have open access to staff and visitors as there are no security clearances needed to get access onto the floors. This presents security concerns and has caused MUHC to receive citations and correction areas from surveyors during on-site inspections and audits.</p>	<p>Current statistics show an increase by 10% the past two years in PSN's and workplace violence incidents filed related to unknown staff and visitors being on patient units without permission. An increased security policy on these floors will reduce these incidents.</p> <p>During the last two CMS visits, MUHC was cited for non-essential staff being on patient floors without permission. This caused all clinical staff to complete mandatory related to patient floor access.</p>	<p>All employees will need security access/clearance to access all patient floor and unit areas at MUHC. This is to minimize excess staff who do not need access to the areas and will also help reduce security risks to both staff and patients.</p>
<p>Metric (Describe the key indicator of progress. This is the “needle” you are trying to move).</p> <p>Eliminate citations and areas of remediation from DNV and/or CMS to zero. Reduce by 10% the overall negative PSN reports related to security and/or workplace violence.</p>		