

FIGURE 6-2 SAMPLE CHECKSHEET

Type of Problem	Date and Count of Occurrences					
	10/12	10/13	10/14	10/15	10/16	10/17
Long wait for clean bed	///	/// 	/// ///		/// ///	/// ///
Waiting for doctor to discharge patients						
Transporter not available						
Not enough admitting clerks						
Nurses holding discharges						
Other						
Unannounced admit from operating room						

Figure 6-2. This figure shows a common data-collection tool: a checksheet. On the left, columns identify the indicators for which data should be collected. Spaces across the matrix provide space to record each occurrence. This type of form can be used by individual data collectors and can also be used to aggregate data.