

GUIDELINES FOR THE ADMINISTRATION OF THE AACE PATIENT SAFETY EXCHANGE

STATEMENT OF PURPOSE AND OBJECTIVES

As the practice of medicine becomes more complex, the potential for medical errors, injurious to patients increases. Most authorities believe that the major focus to address this issue should be to develop a non-punitive educational approach to improving the systems of care by developing a culture of safety.

The AACE Patient Safety Exchange is a Website with a mission of improving the quality and safety of medical care for patients with diabetes and other metabolic disorders. The objective of the Exchange is to help eliminate errors in patient care delivery by providing up-to-date evidence-based practical information, which is central to improving patient safety. Although the Website is targeted to the endocrinologist and other health care professionals, it is also open to the public.

EDITORIAL BOARD

The Editorial Board shall be comprised of an Editor, who shall be the Chair of the Patient Safety Committee, and such other members, as may be necessary to administer the activities of the Exchange, to be appointed by the Editor.

- Duties: The Editorial Board shall provide oversight for the development and maintenance of the Exchange and shall determine the appropriateness and relevance of material submitted for posting. Editorial Board members shall be encouraged to author a commentary for the Exchange.

CRITERIA FOR CONTENT DEVELOPMENT

- Content for the Exchange will take the form of current news items, editorials, a library, case studies, webcasts, an “Ask the Experts” section, a glossary, and one or more foreign language interpretation resource pages.
- Material posted on the Website will be derived from a multiple of sources covering all aspects of endocrine related disorders, including, but not limited to:
 - Original articles or commentary on patient safety issues,
 - Editorials,
 - Publications, and
 - Patient safety related material from governmental and non-governmental agencies.
- Content will be reviewed by the Patient Safety Exchange Editorial Board to determine its appropriateness and relevance to the purposes of the Exchange.

CONTENT AND EDITORIAL DISCLAIMER

A general disclaimer statement shall be prominently displayed on the Patient Safety Exchange indicating that the opinions expressed and the content presented on the Exchange do not necessarily represent the policies or opinions of the American Association of Clinical Endocrinologists (AACE). There will be a specific disclaimer on all editorial commentary that the editorial represents the opinions of the author and not necessarily that of AACE. The editor of the Patient Safety Exchange retains final authority on determination as to content accepted for posting on the Exchange, as well as editorial content presented, provided, however, that AACE, at its discretion, retains the prerogative to add an accompanying editorial or comment on all material posted on the Exchange.

OUTCOMES MEASUREMENT PLAN

An outcomes measurement framework has been established to assess the extent to which the resource room has achieved its intended results. The outcomes measurement will focus on increasing participants' knowledge and skills in the ongoing evidence-based education strategies that are needed to ensure that patients can safely and effectively follow their treatment plan. The following evaluation tools will be used in the process of measuring outcomes:

- **Quantitative evaluation.** This will measure the participants' satisfaction with the content and quality of the resource room, as well as assess the usefulness and effectiveness of the tools provided to the users in terms of motivating them to implement these tools and improve patient care.
- **Qualitative evaluation.** Users of the resource room will be asked to provide suggestions so that future content and tools developed for the resource room will be tailored based on the expressed needs of the resource room users. The qualitative questionnaire will also provide a venue for participants to describe in detail how one will take the best practices learned from the resource room and how the tools are utilized in hospitals and institutions.

FUNDING

The cost of developing and maintaining the Exchange is to be covered through educational grants, with no cost to AACE, except as may be otherwise approved by the AACE Board of Directors.