



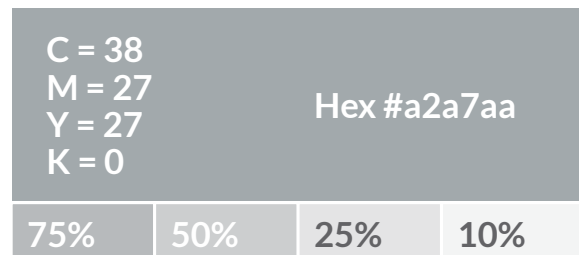
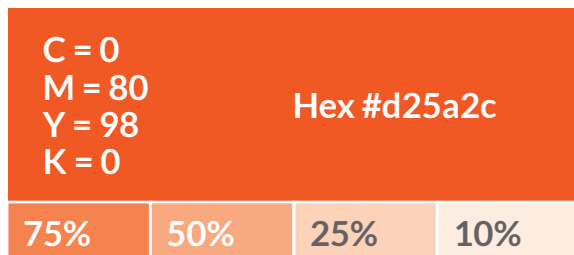
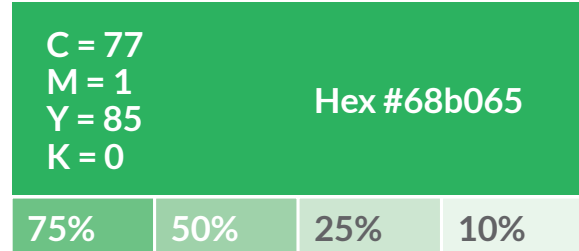
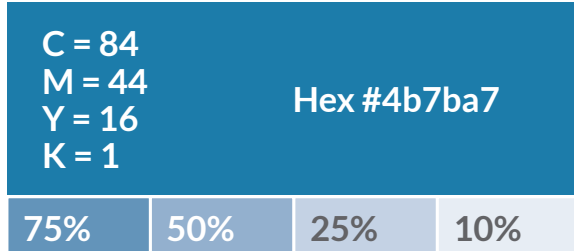
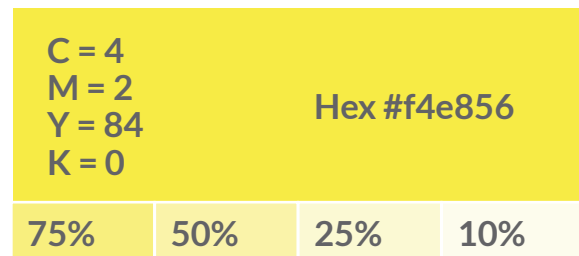
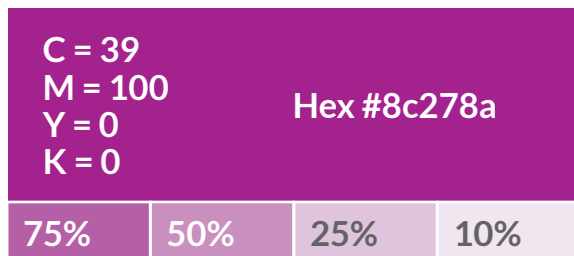
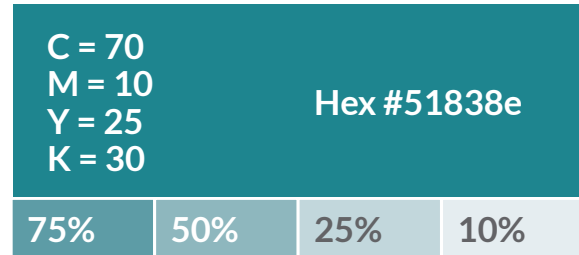
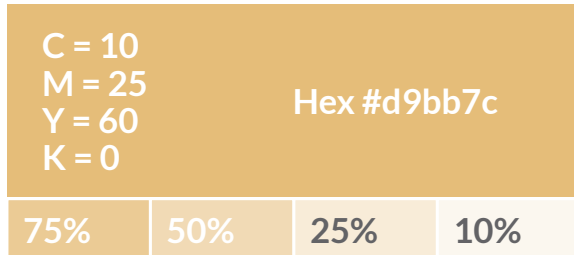
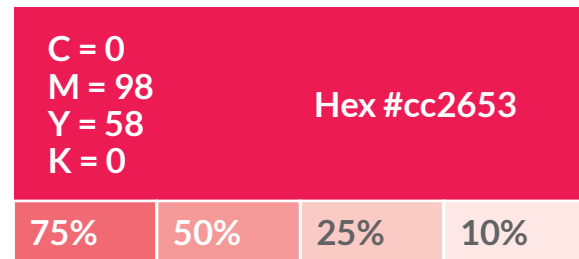
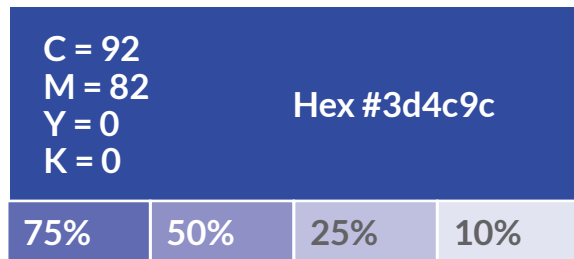
# Graphic Standards Guide

Updated: January 2022

This guide provides an overview of the preferred formatting for figures and tables published in *Patient Safety*. It is not inclusive of all graphics—***Patient Safety* welcomes the creative display of data and information!** However, it is meant to provide an overview of those used most often.

Any figures submitted for publication will be formatted by the editorial team and sent to the author(s) for review during the layout stage.

## Main colors:



## Fonts:

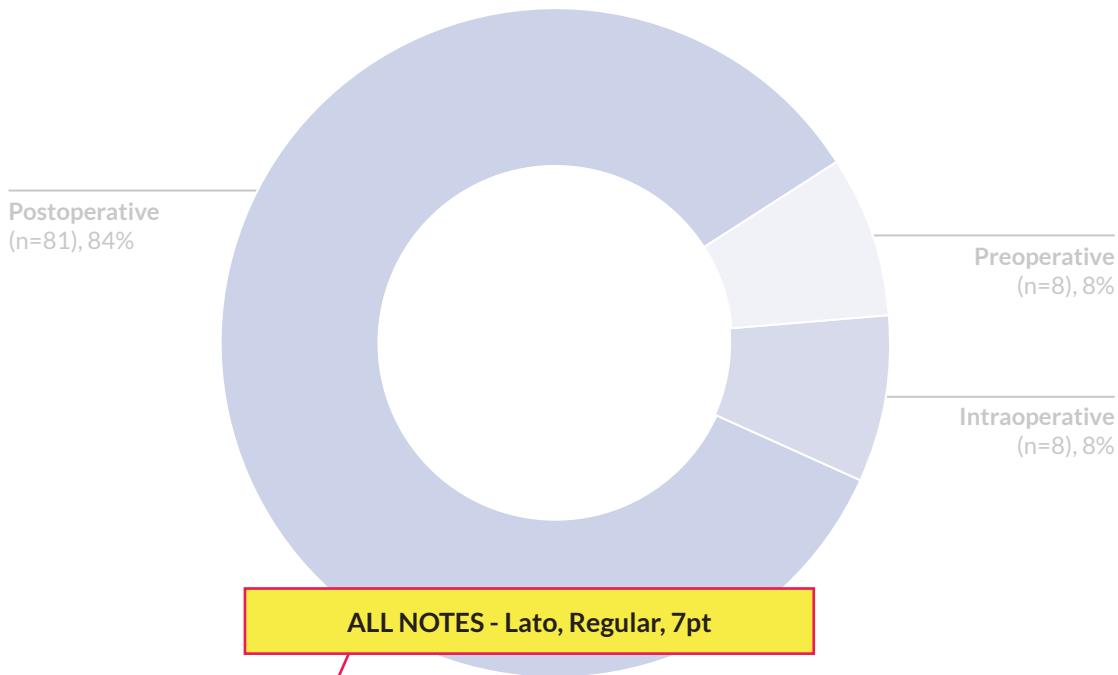
Lato, Regular  
*Lato, Italic*  
Lato, Bold  
*Lato, Bold Italic*

Source Serif Pro, Regular  
*Source Serif Pro, Italic*  
**Source Serif Pro, Bold**  
***Source Serif Pro, Bold Italic***

**ALL FIGURE/TABLE HEADERS - Lato, 9.5pt**  
Figure # (BOLD) Title (REGULAR)

**TITLE NOTE: Capitalize any word with at least 4 letters (e.g., With, From)**

Figure 2. Post-T/A Return to Surgery by Type of...



**ALL NOTES - Lato, Regular, 7pt**

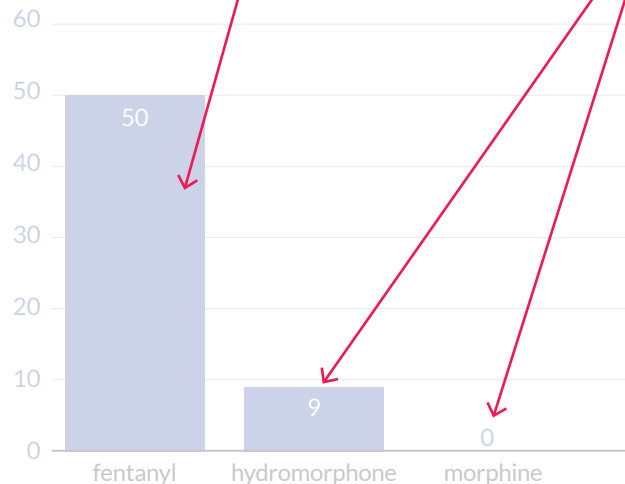
Note: Primary bleeding is typically associated with operative technique and secondary bleeding is often associated with sloughing of the primary eschar at the surgical site.<sup>27</sup>

**ALL X AND Y AXIS TITLES: Source Serif Pro, Bold, 9pt**

**Color match the bar to the y-axis if there is only one variable.**

**DATA LABELS: Lato, Regular, 9pt**  
Nested whenever possible

Number of Occurrences



**ALL X AND Y AXIS NUMBERS: Lato, Regular, 9pt**

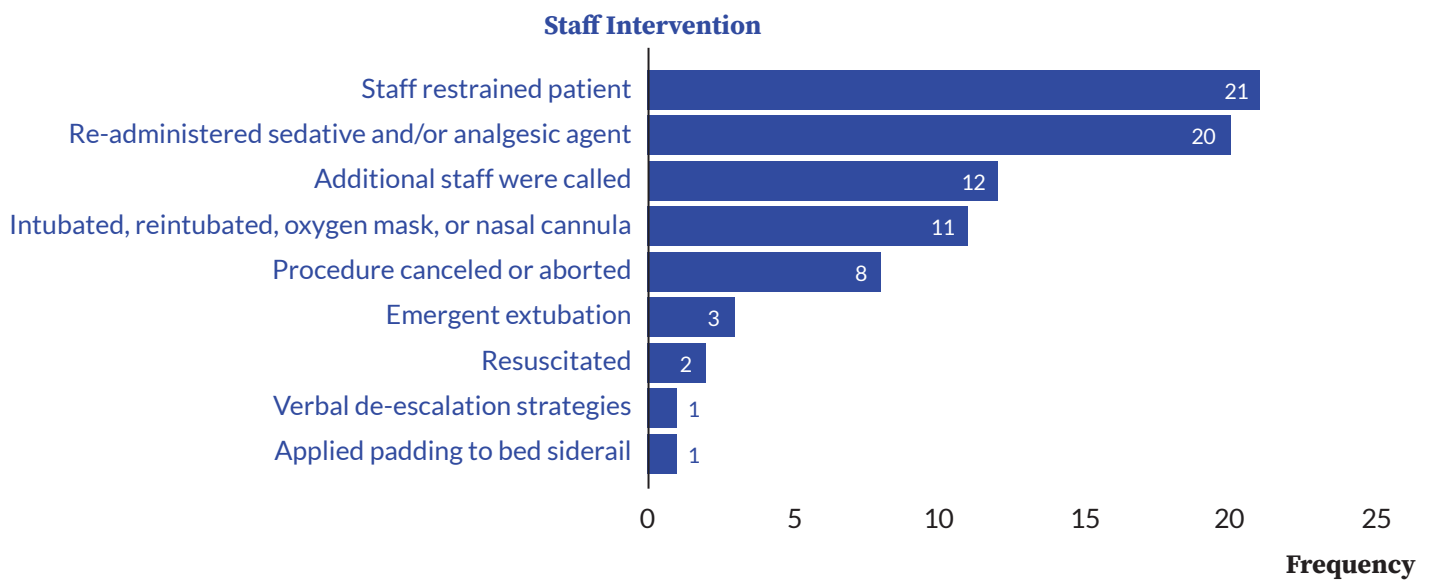
**AXIS LINE: .75, Black 100%**

Opioid Pain Medication

# HEATMAP

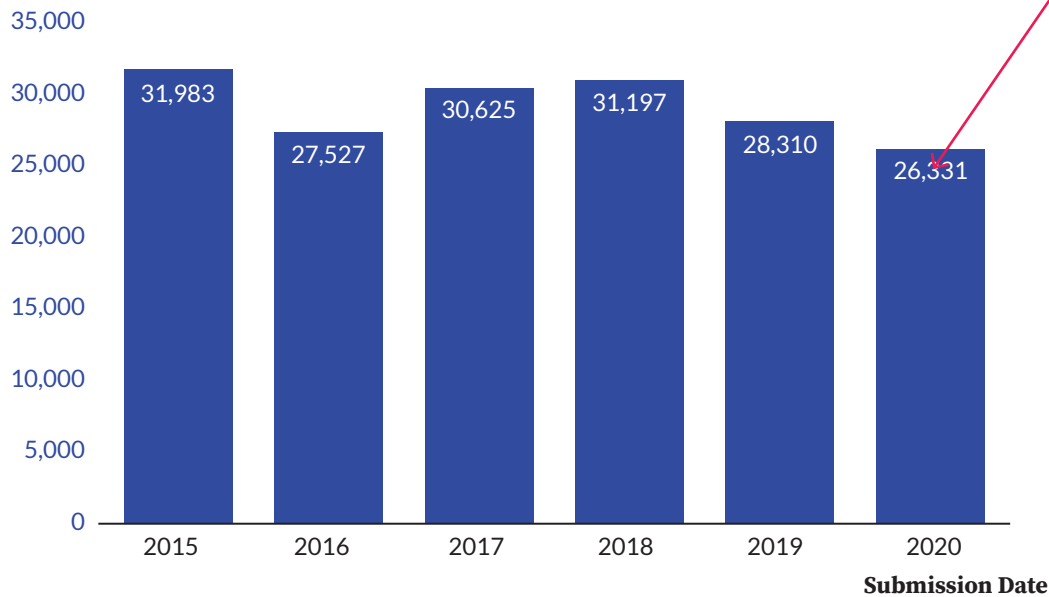
Care Area	Infection Subtype	2018	2019	2020
Skilled Nursing/ Short-Term	ABUTI	0.010	0.006	0.006
	Bacteriologic Gastroenteritis	0.001	0.000	0.001
	<i>C. diff</i>	0.087	0.068	0.047
Rehabilitation Unit	CAUTI	0.902	0.874	0.838
	CLABSI	0.047	0.096	0.083
	Cellulitis, Soft Tissue, or Wound Infection	0.229	0.238	0.225
	Conjunctivitis	0.120	0.116	0.090
	Influenza	0.107	0.051	0.068
	Influenza-Like Illness	0.010	0.006	0.026
	LRTI	0.108	0.102	0.167

# BAR CHART



# COLUMN CHART

Number of Infection Reports

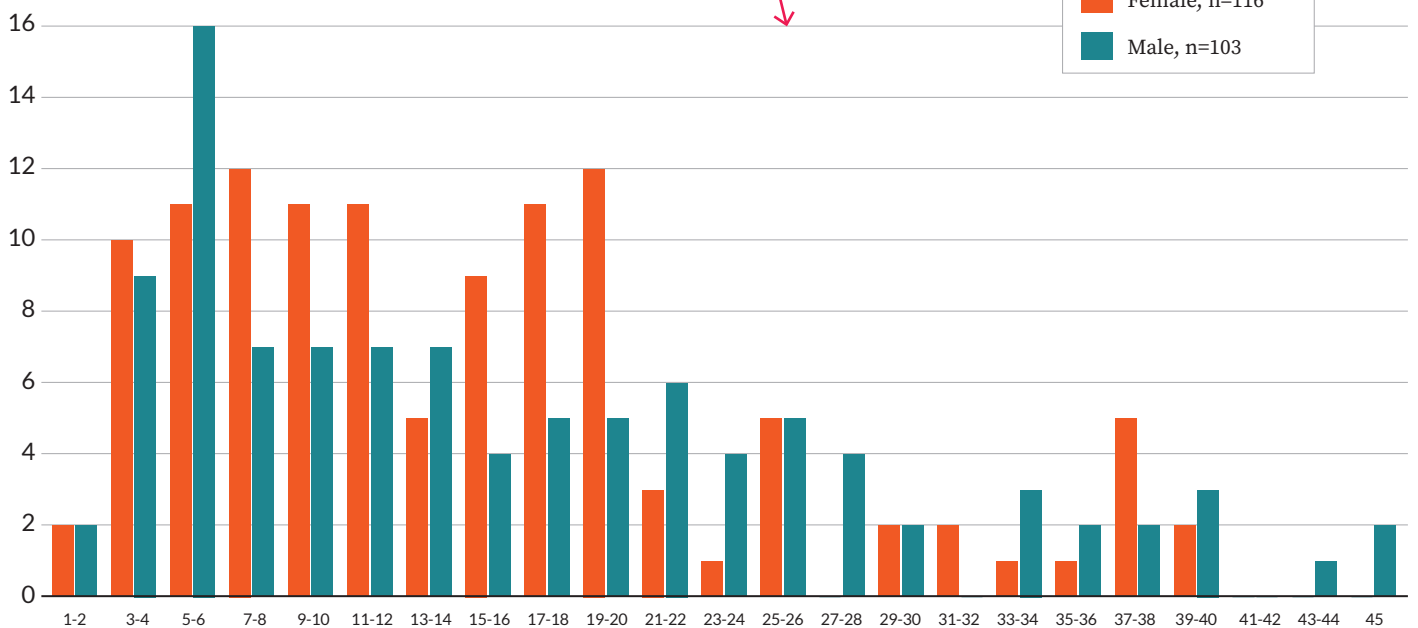


If using data labels, eliminate gridlines.

Make the y-axis black if there are two or more variables

Use gridlines when data labels are not included.

Frequency

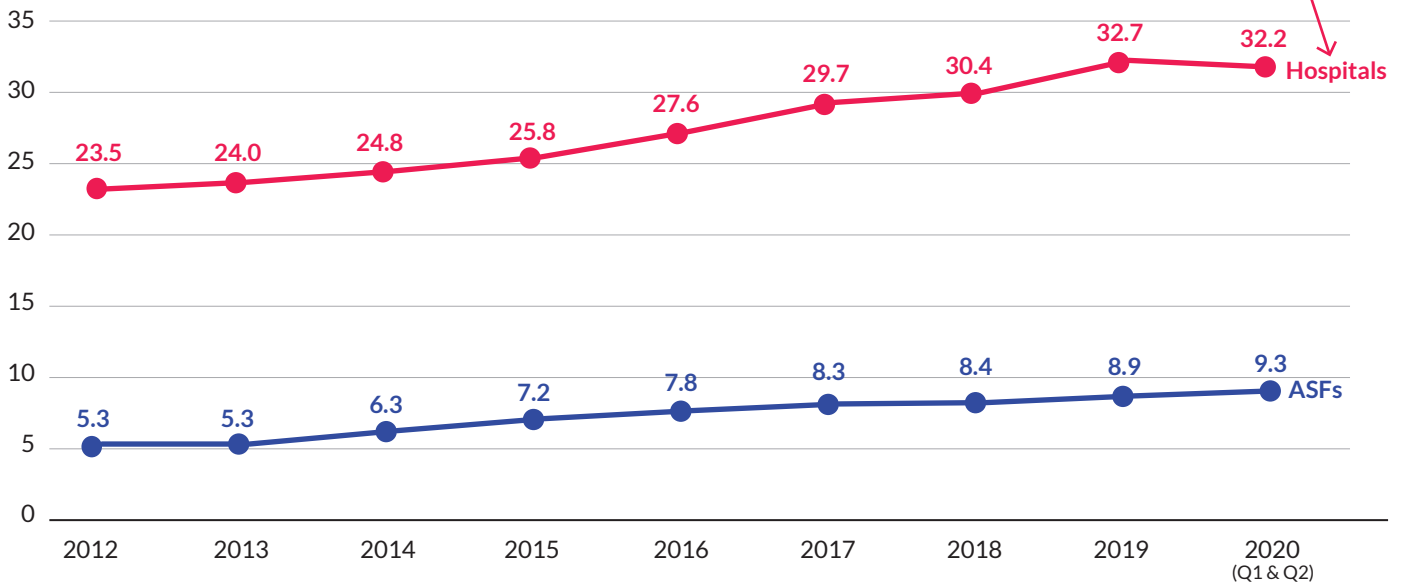


Patient Age (Years)

# LINE CHART

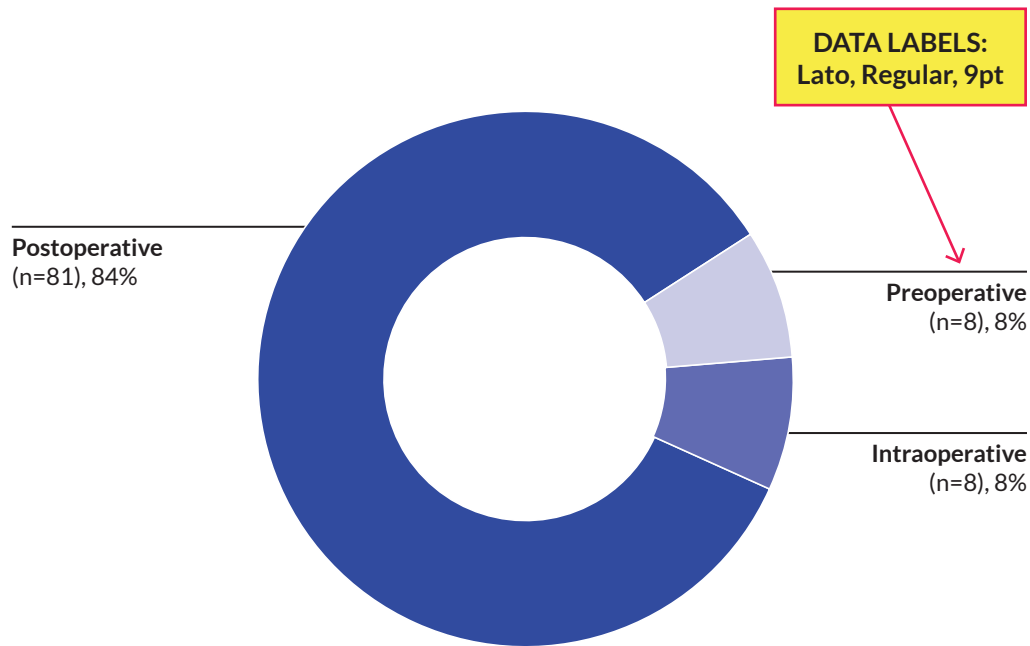
Direct labeling should be used over legends whenever possible.

Reporting Rate

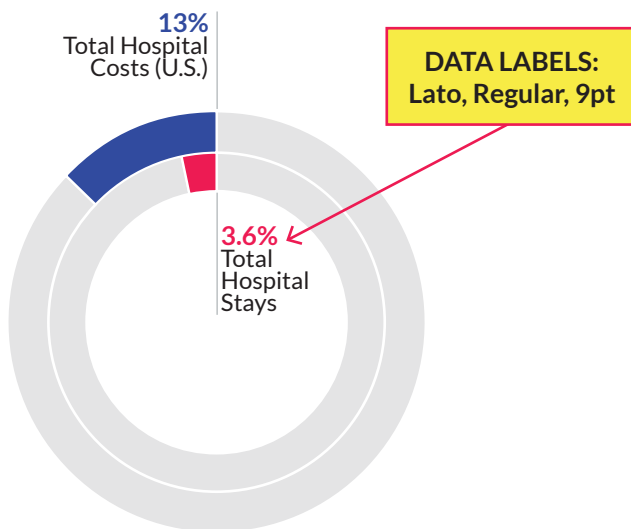


Submission Date

# DONUT CHART



# DOUBLE DONUT



# BOXES

## Relevance to COVID-19

Code	Definition
COVID-19 Treatment	Reports that discuss devices and equipment directly used to diagnose, treat, and prevent COVID-19, its symptoms, and its spread. These included COVID-19 tests, ventilators, endotracheal tubes, feeding tubes, and personal protective equipment (PPE).
Investigative Delay	Reports that discuss delays to manufacturer's investigation of a device in any MAUDE report due to COVID-19.
Not Related	Reports that mention COVID-19 incidentally, without reference to investigative delays or COVID-19 treatment.

The event type was used to identify how the patient was impacted.

Fall	Patient experienced an "...unplanned descent to the floor (or other horizontal surface such as a chair or table)..." <sup>16</sup>
Medication-Related	Patient was impacted due to a medication not being administered as intended or the medication produced an unintended result.
Skin Integrity	Patient experienced a pressure injury, <sup>17</sup> skin tear, blister, and/or maceration.
Transfusion-Related	Patient was ordered a transfusion; however, the patient was administered the wrong product, had a reaction, or had a dose omission.
Unplanned Extubation	Endotracheal tube was removed due to an unplanned, unintentional, and/or uncontrolled action. <sup>18</sup>
Missed, Delayed, or Interrupted Care	This event type consisted of the following subcategories: 1) Delay in monitoring or failure to maintain monitoring; 2) Delayed or missed bedside assessment/exam; 3) Delay in implementing or failure to maintain appropriate care/treatment; and 4) Delayed or missed consultation.
Other	An event type that was not aligned with the aforementioned six categories of event types.

## Defined Roles/ Responsibilities

Consider use of a dedicated pharmacy role for medication reconciliation to assist with the following processes<sup>4,15-17,19,28-30</sup>

- Collecting medication histories
- Calling home pharmacy, primary or specialty physicians, family members, or care home for clarifications
- Reconciling medication discrepancies with providers during admission, care transitions, changes in care plan, transfers, and discharge
- Educating providers and patients when medication questions arise

If a dedicated role is not possible for all patients due to resource constraints, consider use of a dedicated pharmacy role for the following high-risk patients or transitions of care<sup>4,5,10,15,18,19,21,25</sup>

- Elderly (age 65 and older)
- Use of more than 10 home medications
- Specified transitions of care, such as admissions through the emergency department

## Medication Indication

Include the purpose or reason the patient is taking the medication on the home medication list and throughout all documentation systems for medication orders, care planning, and discharge planning<sup>31</sup>



# TABLES

Patient Age (Years)	No. of Patients	Days Postoperation					
		Average	Minimum	25th Percentile	Median	75th Percentile	Maximum
1-4	23	4.9	0	0	6	7.5	13
5-9	57	5.2	0	0	4	8	30
10-14	37	4	0	0	2	7	14
15-19	40	5	0	0	4.5	8.3	18
20-24	20	4.9	0	0	6	7.5	13
25-29	17	4.2	0	1	5	6	10
30-34	7	3.7	0	0.5	2	6.5	10
35-39	13	1.7	0	0	0	3	8
40-44	3	7.7	0	3.5	7	11.5	16
45-49	2	0	0	0	0	0	0
<b>Overall</b>	<b>219</b>	<b>4.5</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>30</b>

Use spacing to offset headers.

Emphasize the most important information or the bottom row/ right-hand column if it denotes overall average, cumulative, etc.

Region	2019 Infection Reports	2019 Rate per 1K Resident Days	2020 Infection Reports	2020 Rate per 1K Resident Days
North Central	1,844	1.09	1,547	0.98
Northeast	4,325	1.21	4,164	1.29
Northwest	3,055	1.26	2,564	1.04
South Central	4,427	1.20	4,034	1.18
Southeast	8,954	0.87	9,287	1.02
Southwest	5,705	1.08	4,735	0.97
<b>Total</b>	<b>28,310</b>	<b>1.05</b>	<b>26,331</b>	<b>1.07</b>

## TABLE NOTES:

- Right-align numbers
- Left-align text
- Match header alignment to the alignment of the contents
- Minimize column widths