



QUICK REFERENCE GUIDE



RL Patient Safety Reporting

RL is used for patient safety events and **NOT** for staff events. Follow your site or Regions guidelines for reporting all staff events. **Exception:** Safety or security events in which a patient has harmed a staff member are reported in RL – Security event.

Go to short cut page on Health Authority's website

1- Click on the RL Icon

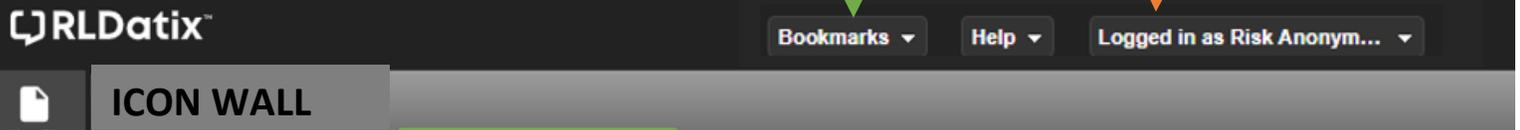


DO NOT use the back button

Links to Learning Resources

You do not need to login!

https://rl6training.rlsolutions



ICON WALL

New File

Click on New file to return to Icon wall

Find a form

Please use the search above to narrow down your event results by using keywords to describe the event that you're looking for.

Type keywords to find a form (ex. Ulcer)

2- Click on the Event Icon to open a form to submit a Patient Safety Event



COVID-19



Adverse Drug Reaction HC



Airway Manager



Equipment/Medical Devices



Facilities/Environment



Fall

You can click on the section of the form that you want to complete

3- Complete the form ensuring all mandatory fields are entered (fields with a **green ***). Please provide as much information as possible in non-mandatory fields.

Fall – Submission Form

Table of Contents

- Introduction
- When and Where the Event ...
- Fall
- Fall Details

File Status

Elapsed time: 05:12

1 of 36 total fields completed.

1 of 18 mandatory fields completed.

Mandatory Fields help us:

- standardize what information we collect
- Investigate and analyze patient safety events using reports

Drop-Down Lists

Action Links

Use to collapse/expand sections of the form

Form Fields:

- General information about the fall event
- Specific Event Type *
- Type of Person Affected *
- Injury Incurred? *
- Severity Level *
- Did the event require an unplanned or extended hospitalization?
- Equipment Involved/Malfunctioned? *
- Contributing Factors: Not Specified, Add/Edit
- Immediate Actions: Not Specified, Add/Edit
- Fall Details (collapsed)
- Details of the fall event: This section has been simplified. Additional information may be provided in the Details About the Event section.
- History of falls in the last month *
- Time of last fall risk assessment *
- Was a post fall huddle completed? *

Buttons: Delete, Exit, ~~More Actions~~, Submit

4. Click the **Submit** button



Once the form is submitted the file reference number appears on the screen.

Thank you for taking the time to communicate this issue. Your submission helps us improve. For reference or followup, please note your file number is **515961**

OK

5. What Happens to the file?

The manager of the clinical area will get an email notification of the event submission.

Depending on information provided the following team members may be notified:

- Patient Safety
- Pharmacy
- Clinical Engineering

Remember:

- It's never too late to submit a patient safety event. You can adjust the date
- The form is completed during one sitting; it can't be saved
- Once submitted, you cannot add additional details
- A Manager can update or add details to files
- After 20 minutes of inactivity, the system deletes the file

QUESTIONS?

Contact RL.Support@sharedhealthmb.ca