

QUICK REFERENCE GUIDE

RL will be used to report any type of violence or aggression between clients, or by clients toward staff.

Staff injuries as a result of a safety event must also be reported using your Health Authority’s workplace health and safety reporting process.

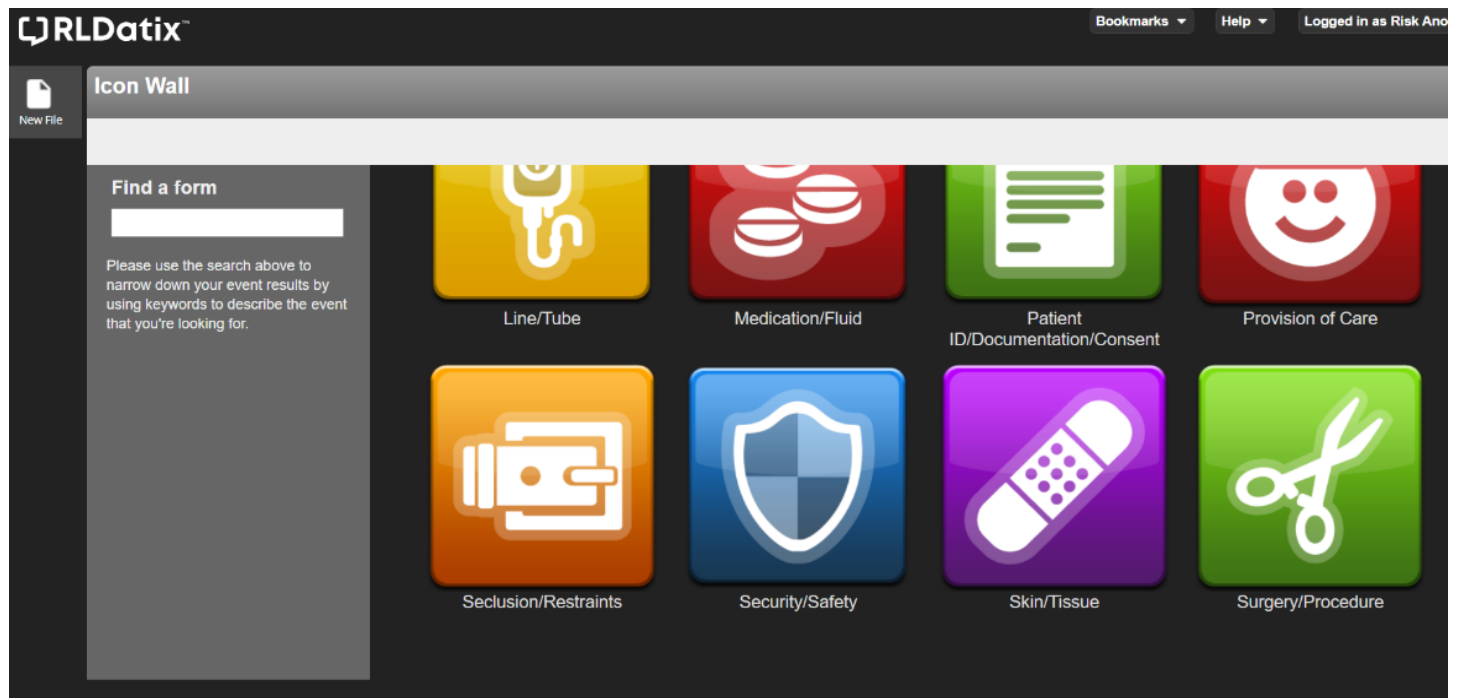
Note: Consult your Health Authority Leadership for support with reporting any concerns related to client harm caused by staff. Other types of reporting may be required including:

- *Protection for Persons in Care Office (PPCO) reporting, which can be accessed at this link: [Report Abuse/Neglect | PPCO | Health | Province of Manitoba \(gov.mb.ca\)](https://www.gov.mb.ca/health/ppco)*
- *Child Abuse or Neglect: contact Child and Family Services (CFS)*

To report violence in RL:

Access RL and select the blue **Security/Safety** Icon on the Icon Wall.

Note: If you type the keywords “violence” or “assault” into the Find a Form text box, it will show the Security/Safety Icon.



The screenshot shows the RL Datix web interface. At the top, there is a navigation bar with 'Bookmarks', 'Help', and 'Logged in as Risk And'. Below this is the 'Icon Wall' section. On the left, there is a 'Find a form' search box with a text input field and a search button. Below the search box, there is a small text box that reads: 'Please use the search above to narrow down your event results by using keywords to describe the event that you're looking for.' The main area of the Icon Wall displays eight large, colorful icons arranged in a 2x4 grid. Each icon has a label below it: 'Line/Tube' (yellow), 'Medication/Fluid' (red), 'Patient ID/Documentation/Consent' (green), 'Provision of Care' (red), 'Seclusion/Restraints' (orange), 'Security/Safety' (blue), 'Skin/Tissue' (purple), and 'Surgery/Procedure' (green).

RL – Reporting Violence

Enter the safety event details into the form. The **Type of Person Affected** field should be completed for the person who experienced the violence.

▲ **Safety/Security General Info**

Specific Event Type * Abuse/Assault

Type(s) of Abuse/Assault Involved * Not Specified
[Add/Edit](#)

Type of Person Affected * In-patient

If certain fields are selected such as Abuse/Assault, Theft or Collision, a new section called **Actions By** will be visible. Indicate who acted out or caused the safety event to occur.

▲ **Actions By**

Identify whose actions were central to the event

*** For Aggression events- indicate who acted out, Collisions involving a wheelchair- who drove the wheelchair, etc.

Actions By (Category) *

QUESTIONS? Contact RL_Support@sharedhealthmb.ca