Event Reporting in UMMSafe & Professionalism Enhancement Initiative

WHO CAN REPORT?	WHAT TO REPORT?
Anyone who has knowledge of, or has been involved in an event, can report it in RL Solutions.	Types of things to consider reporting include: • An unexpected event or complication which is not solely a result of the patient's underlying condition • An error during provision of care to a patient • An injury to visitors • Any condition or equipment malfunction which might be hazardous to patient or visitor safety • Near misses/close calls (adverse events that were prevented and did not reach the patient) • **Professional conduct concerns** • UMMC's Incident Reporting policy is Policy Stat ID 4716380

A link to the UMMSafe event reporting system can be found on your hospital's intranet home page OR in the "Links" section in Epic.

Here are a few steps to help you easily enter an event report:

Login Information:
- Login by selecting UMMS from the top dropdown on the UMMSafe Login Page
- Your UMMSafe Login is the SAME as your Epic username and password

Reporting the Event:

You can enter key words to choose a form type or select from the icon wall. This is the Professional Conduct icon.
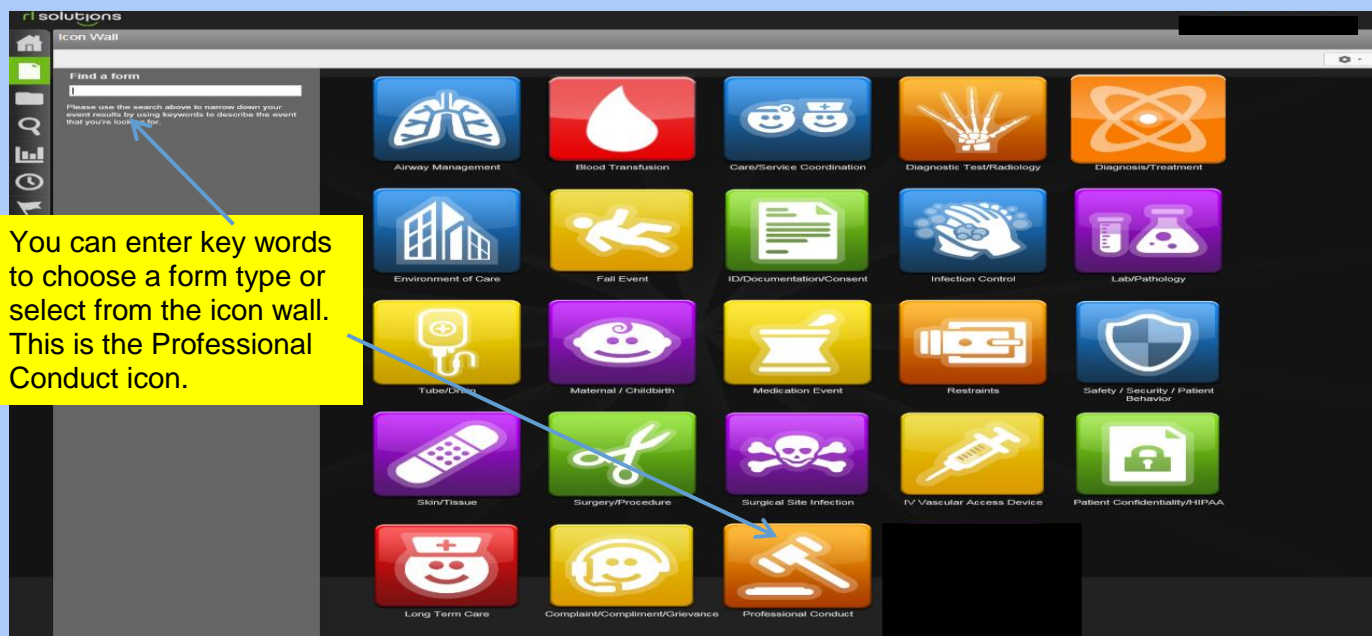
Hospital System/Organization	✱ UMMC
Hospital/Facility	✱
Care/Service Area	✱
Unit/Department - Start typing to search field	✱

If you need to undo your location selection, click on the trash can

	No
	Yes
Confidential?	✱

Once you select UMMC, the "**Confidential?**" field will pop up for the Professional Conduct form.

- If you select "**No**," the event report will go to the managers & directors who routinely review all of your dept. events & to the UMMC Professionalism Enhancement Comittee.
- If you select "**Yes**" the report will go instead to the UMMC Professionalism Enhancement Initiative Committee.

Why take the time to report?

- Event reporting is not about blame; it is about improving patient safety & fostering a culture of safety & professionalism. Getting facts of an event while still fresh in your mind helps in these main ways:
  - All types of events can help identify patient safety issues and improve processes. Events are reviewed in multiple forums. Ie, information is reviewed and used by managers, hospital leadership, quality departments, risk management, etc.
  - No one wants to be involved in a lawsuit but it is sometimes the harsh reality of the work we do. If a lawsuit or claim is filed, having accurate and timely information helps to better evaluate and manage those legal actions. The event report is preserved as a protected file.
  - Professional Conduct events are one type of event that can be reported. These events will be reviewed by UMMC's Professionalism Enhancement Initiative Committee.