

## Safety committee agenda – June 19, 2019

**Present:** Eva Hendrix, Alia Bodnar, Malcolm Williams, Celena Hoey, Devante Blount, Paul Beeker, Keith Moore, Jen Tate, Steph Donelan, Lawanda Williams, Kim Riopelle, Sarah Gillman.

### 1. PI updates and Incident Reporting data

- a. Provided updates on PI initiative and updates from the subcommittee. Presented the current change initiatives being tested in order to increase the reporting of patient safety events including near misses, treatment related, and medication errors.
- b. Discussed the presentation at all staff of Safety stars, and sought feedback on the idea. Overall feedback was positive and noted the idea of recognition is a powerful tool and can assist in building a reporting culture. Will continue to use the safety stars and additional ideas to recognize those who are reporting
- c. Also presented the other ideas including: posters in WB promoting reporting, changing the name of the GRC icon to say Incident Reporting and Policies and Procedures to help staff identify where to report. Finally, presented ongoing work to audit closed incident to promote the use of reporting to assist with an for change opportunities
- d. Overview of 2019 and Q2 data presented and discussed with the committee (see attached) including trends, changes in 2019, and better focus on system level changes to improve care.

### 2. Incidents in primary care discussion and training

- a. Presented research and data on reporting incidents in primary care. Discussed different frameworks for reporting, including 21 different approaches externally. Discussed the type, mode, and ownership of training in order to provide additional training types.

Additional discussion included:

- i. The type of training needed including using team meetings and supervisory relationship to further incident reporting
- ii. The continued difficulty in defining an incident, especially in Behavioral Health.
- iii. Use of safety committee team members to bring data to meetings and keep it on the forefront
- iv. Consider the use of allowing the central location for all reporting, and having a decision of where to route the issues vs. providers differentiating where to report things
- v. Consider creating a cheat sheet for providers to know where to report different needs (e.g. scheduling issues, filed in error, incident reporting, etc.)
- vi. Additional questions about the types of training needed

- b. As for next steps, training topics will be brought back to the committee for discussion

### 3. Code Silver Procedure (attached)

- a. Draft procedure presented to Safety Committee. Discussion on the framework, training needs, and next steps.

- b. Will send out the procedure for committee comment

**Next meeting: Wednesday, July 24<sup>th</sup>, 2019**