

Safety committee – September 18, 2019

Present: Paul Beeker, Devante Blount, Sarah Gillman, Malcolm Williams, LaVeda Bacetti, Keith Moore, Lawanda Williams, Margaret Flanagan, Celena Hoey

1. PI updates and IR data (attached)

Discussed trends in 2019 in comparison to 2018 and current PI initiatives. Presented data on where we are in 2019 including:

- 273 incidents filed in 2019
- 105 unique staff have submitted incidents in 2019
- Fallsway represents 70% of incidents; all other sites are under 10% respectively
- Continue to see high rates for criminal, verbal, or physical incidents
- Patient Safety Incidents currently represent 20% of all incidents

(See attached data and slides.)

Also discussed current initiatives including adding incident reporting to medical and other team meetings, safety stars and safety shout outs, and creating tools to share with staff to include at computer workstations. This information has been sent to communications and will be distributed to all staff and new hires to help with awareness of how to report an incident.

Additional discussion surrounding how to incorporate incident reporting for 2020 including the role of Care Teams and additional training needs. Discussion included that Care teams may not be the best place for the discussions, rather, to include incident reporting at the department level.

Training needs included:

- De-escalation training
- The debrief process following an incident
- How to manage an incident vs. a complaint

2. Discussion of 2020 PI project

Reviewed ideas for patient safety PI projects for 2020. Provided a breakdown of Treatment/ Diagnostic/ Procedure (total 41) breakdown to discuss trends and where to focus attention. Celena and Sara noted they here feedback from clients regarding difficulties accessing referrals. Also presented lab tracking and access to appointments as other suggestions.

Category	Total	Category	Total
diagnosis	1	lab issue	6
EMR error	1	treatment	8
Wrong chart	1	referral	9
scheduling	2	medication	13

Grant Total: 41

3. Review of Safety and security Plan

- a.** Discussed the process for the 2019 review of our 6 EOC plans
- b.** Began with the Safety and Security Plan. Paul, Keith and Devante have reviewed and have feedback on a few elements.
- c.** Asked specific questions surrounding including security threats in the plan vs. having them as their own procedure. Consensus was to keep in the plan. Animals in the building was also discussed. Overall, committee felt reasonable to include in the plan once again.
- d.** Follow-up items include:
 - i.** Adding a line about service animals in vehicles and work on updating vehicle policy to address this
 - ii.** Asking CFO about insurance coverage of insurance animals
 - iii.** Add a line about how to manage external emergencies that happen surrounding an agency site (e.g. active shooter, bomb threat, etc.) as we have had a few examples of this occurring. Decision is to update the Emergency Management Plan with this information and to add a line in this plan referencing that document.

Next committee meeting we will cover majority of other plans.

Next meeting October 16, 2019 in 3rd floor group room

Incident Reporting Data

2019

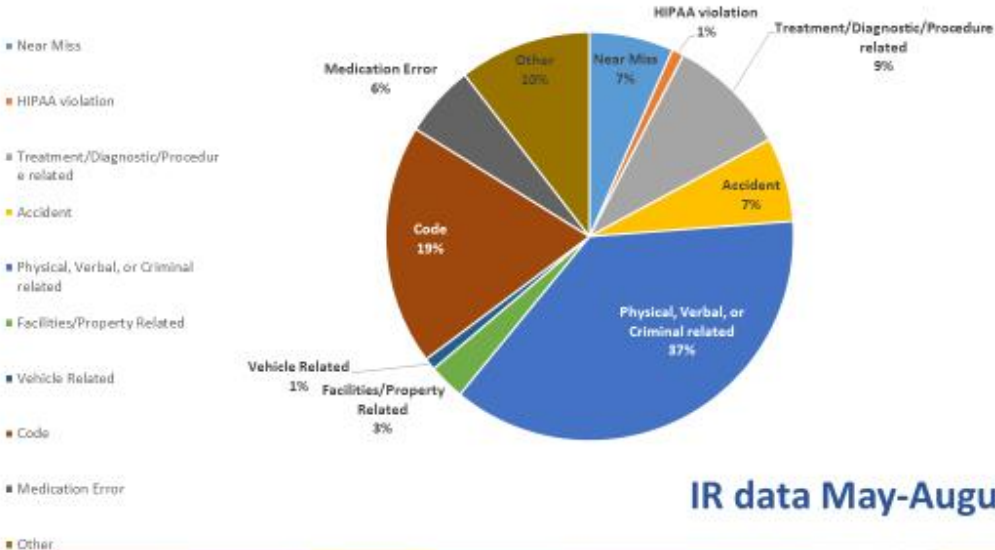
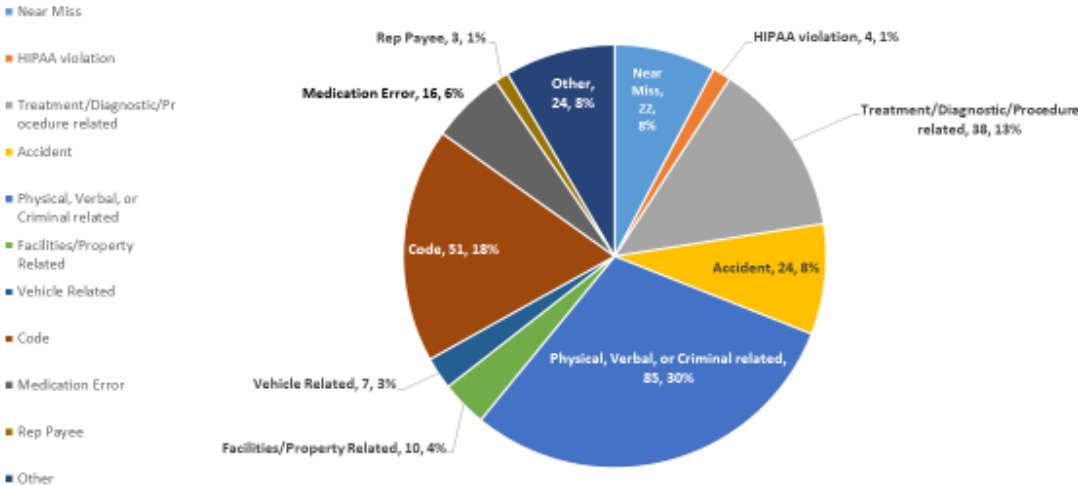


IR quick facts

- 273 incidents filed in 2019
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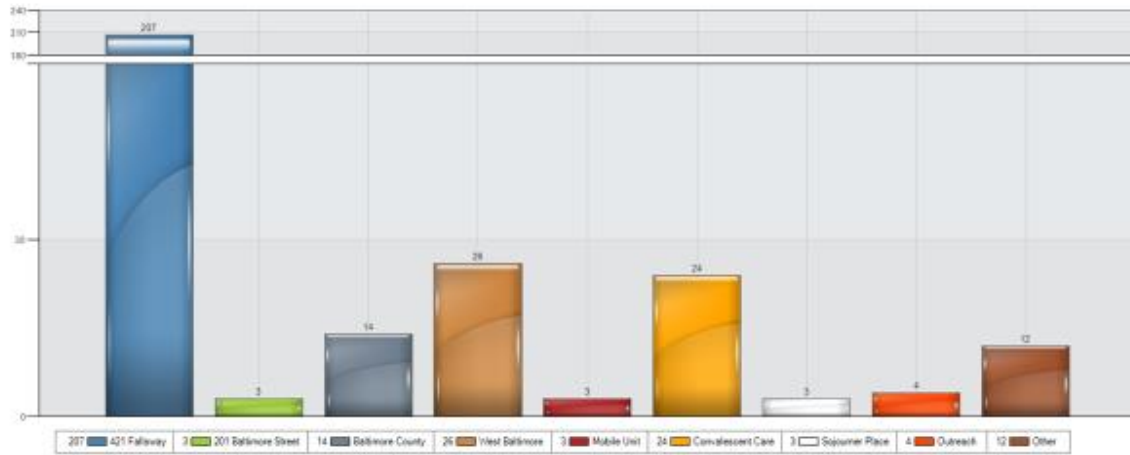
Incident Reports (IR) by Type (2019)



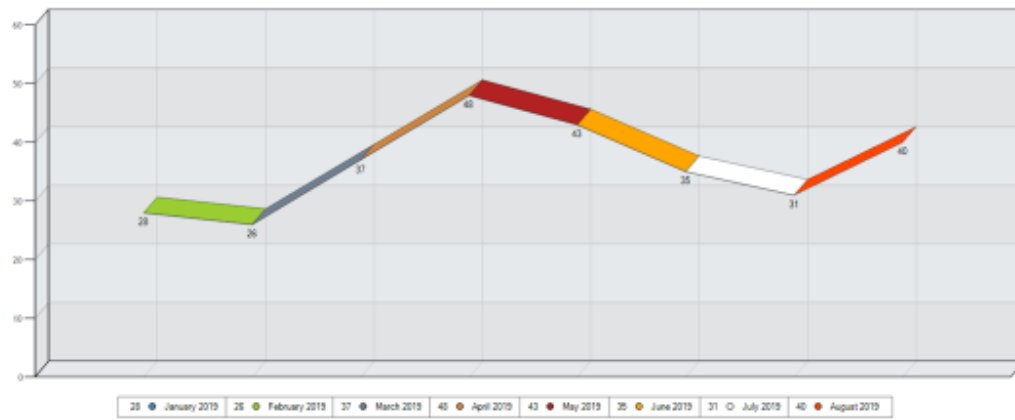
IR data May-August, 2019



Incident by Site



Incidents reported by month



PI updates

