



ALBERTA HEALTH SERVICES

Immediate Management Checklist

This material is intended for use only by Alberta Health Services staff/Medical and Midwifery staffs. External readers should review the information in the context of their own environment to determine applicability. Alberta Health Services expressly disclaims all liability for the use of these materials, and for any claims, actions, demands or suits arising from such use.

Immediate Management Checklist

All of these steps should be considered for Clinically Serious Adverse Events

Give a brief case description of the event: _____

Respond to the Patient's immediate needs

- Care for the Patient
- Ensure interventions, treatments, and consultations are provided

Environment – Provide a safe environment for others

Secure and remove equipment/medication/ supplies/ or products (that may have contributed to the event)

- Equipment/medication/supplies/products are secured (so that it is not reused until it can be properly tested) Yes No N/A
- Location of sequestered equipment/medication/supplies _____
- Contact Clinical Engineering (Biomedical Equipment Technologist) / Pharmacy/Contracting Procurement for ongoing instruction.
- Secure the Patient Health Record

Protect other Patients, Staff and Medical Staff

- Ensure measures are taken to prevent recurrence of the event (if applicable)

Offer support

Patient/Family

- Provide a quiet space for family
- Ensure patient/family have adequate support (social work, pastoral care, friends)

Staff and Medical Staff

- Provide a quiet space
- Consider the needs of the Staff and Medical Staff (e.g. Relieve the Staff and Medical Staff from his/her immediate Patient care responsibilities)
- Access crisis intervention support (Employee & Family Assistance Program)

Notify the Most Responsible Health Practitioner (if applicable) and Accountable Leader (within 24 hours)

Most Responsible Practitioner Name _____ Date/Time _____ / _____

Accountable Leader Name _____ Date/Time _____ / _____

Disclosure process initiated and event documented

- Disclosure conversations:

With Whom: _____ **By Whom:** _____ **Date/Time** _____ / _____

Support the clinicians and administrators in reviewing and planning the immediate disclosure.

- Submit a report of the event in the AHS Reporting and Learning System (RLS) for Patient Safety
- Ensure documentation of the "Clinically Serious Adverse Event" in the Patient's Health Record occurs.
 - o Observations noted on the Patient Health Record will include the "facts" (including times) of the event, Patient assessments, treatment provided, response to treatment and all communication notifying others of the event, e.g., physician and manager notification.
 - o Ensure that the Staff and Medical Staff directly involved is provided the appropriate environment to document the facts accurately and within a timely manner.