

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

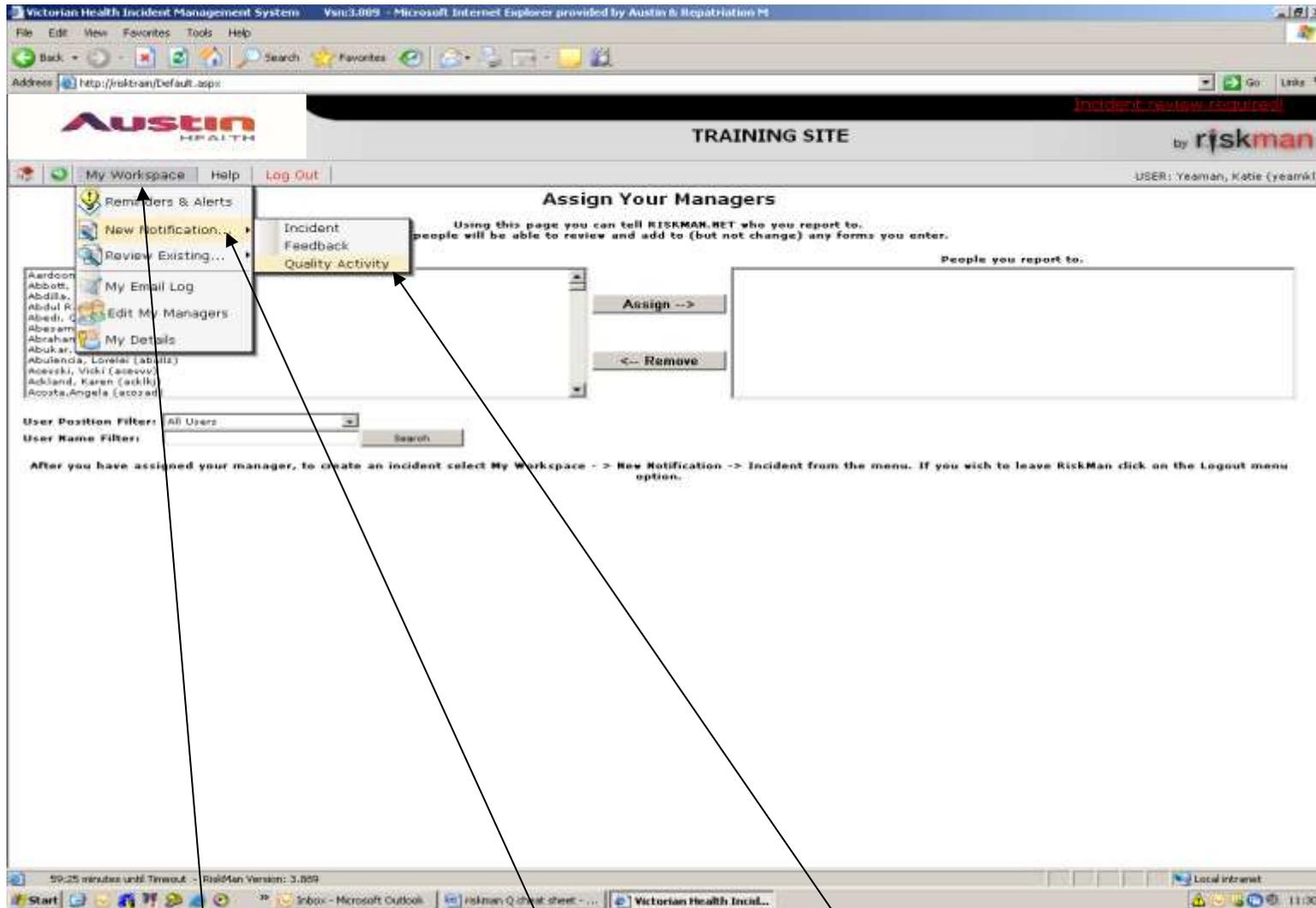
When you first log in to Riskman, you may be asked to assign your manager. To assign a manager please follow the steps below. If you have already assigned a manager, please skip to page 3.

The screenshot shows the 'Assign Your Managers' page in the RiskMan Q system. The page title is 'Assign Your Managers' and it includes the instruction: 'Using this page you can tell RISKMAN.NET who you report to. These people will be able to review and add to (but not change) any forms you enter.' The page is divided into two main sections: 'All RISKMAN.NET Users' on the left and 'People you report to' on the right. The 'All RISKMAN.NET Users' section contains a scrollable list of user names, including Irene Aardoom, Caroline Abbott, Geri Abdilla, Lubna Abdul Rahim, Qasim Abedi, Alicia Abesamis, Geena Abraham, Maryam Abukar, Lorelei Abulencia, Vicki Acevski, Karen Ackland, and Angela Acosta. Below this list are filters for 'User Position Filter' (set to 'All Users') and 'User Name Filter' with a search button. Between the two sections are 'Assign -->' and '<-- Remove' buttons. The 'People you report to' section is currently empty. A red banner at the top right says 'Incident review required!'. The page footer includes a timeout notice, version information, and system tray icons.

Annotations:

- A yellow box with the text 'Choose your manager from the list on the left' has an arrow pointing to the user list.
- A yellow box with the text 'Click 'assign'' has an arrow pointing to the 'Assign -->' button.

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q



Click 'My workspace'

Click 'new notification'

Click 'Quality activity'

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

Victorian Health Incident Management System (Sep '12) - Windows Internet Explorer

http://riskman/Default.aspx

File Edit View Favorites Tools Help

Austin HEALTH by riskman

My Workspace Management Administration Reports Help Log Out USER: Burton, Katherine (burtkj)

Quality Activity Entry

Submit this form to record the quality activity.
You will be able to modify this page once it is submitted.

Activity Involved

Activity Involved: Quality Improvement

Is this a Redesign Activity? Yes No

Reporter's Name: Burton, Katherine

Contact Phone: [Field]

Site of Activity: [Field]

Directorate: [Field]

CSU Aggregate Area: [Field]

Location: [Field]

Is this an Organisation Wide Activity? Yes No

Search for existing quality activities

Key Dates

Activity Status: [Field]

Activity Commencement Date: [Field] Activity Completion Date: [Field]

Activity Details

Activity Title: [Field]

Activity Aim / Objective: [Field]

Funding Body: [Field]

Are Consumers / Community involved in this activity? Yes No

Baseline Results: [Field]

Intervention: [Field]

Evaluation: [Field]

Results: [Field]

59:05 minutes until Timeout - RiskMan Version: 2012 (September) - SR: 13

Local intranet 100% 8:51

1. Pick an activity type: Quality improvement or Audit

2. Is this a redesign activity? Yes or No

3. Complete your details

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

Victorian Health Incident Management System (Sep '12) - Windows Internet Explorer

http://riskman/Default.aspx

File Edit View Favorites Tools Help

Austin HEALTH by riskman

My Workspace Management Administration Reports Help Log Out USER: Burton, Katherine (burtkj)

Quality Activity Entry

Submit this form to record the quality activity.
You will be able to modify this page once it is submitted.

Activity Involved

Activity Involved: Quality Improvement

Is this a Redesign Activity? Yes No

Reporter's Name: Burton, Katherine

Contact Phone:

Site of Activity:

Directorate:

CSU Aggregate Area:

Location:

Is this an Organisation Wide Activity? Yes No

Site:

Key Dates

Activity Status:

Activity Commencement Date:

Activity Completion Date:

Activity Details

Activity Title:

Activity Aim / Objective:

Funding Body:

3. Choose site where the activity is to be implemented

Intervention:

Evaluation:

Results:

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

Victorian Health Incident Management System (Sep '12) - Windows Internet Explorer

http://riskman/Default.aspx

File Edit View Favorites Tools Help

My Workspace Management Administration Reports Help Log Out

USER: Burton, Katherine (burtkj)

Quality Activity Entry

Submit this form to record the quality activity.
You will be able to modify this page once it is submitted.

Activity Involved

Activity Involved: Quality Improvement

Is this a Redesign Activity? Yes No

Reporter's Name: Burton, Katherine

Contact Phone:

Site of Activity: Austin Hospital

Directorate: Ambulatory & Nursing Services

CSU Aggregate Area: Ambulatory & Continuing Care

Location:

Is this an Organisation Wide Activity? Yes No

Key Dates

Activity Status:

Activity Commencement Date:

Activity Completion Date:

Activity Details

Activity Title:

Activity Aim / Objective:

Funding Body:

Are Consumers / Community involved in this activity?

Baseline Results:

Intervention:

Evaluation:

Results:

Emergency Department
Cardiodiagnostics 5 North
Cath Lab 5 North
Ward 2 West
Ward 3 North
Ward 5 East
Ward 5 West
Ward 6 East
Ward 6 North (Neurosciences)
Ward 6 North (Vascular Lab)
Ward 6 West
Ward 7 East
Ward 7 North
Ward 7 North(Dialysis)
Ward 7 West
Ward 8 East
Ward 8 North
Ward 8 West
Ward HSB 9A
Ward HSB 9A CATS
Ward HSB 9C
Acute Assessment Unit - 7 West
Acute Psychiatric Unit
Admin/Office Area
Allied Health Treatment Centre AT 3
Ambulatory Care Centre
AOS Anaesthetic room
AOS Endoscopy
AOS Non-Clinical Area

Search for existing quality activities

4. Choose the Directorate and CSU that the area belongs in

5. Choose the location where the activity is being conducted.

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

Victorian Health Incident Management System (Sep '12) - Windows Internet Explorer

http://riskman/Default.aspx

File Edit View Favorites Tools Help

Austin HEALTH by riskman

My Workspace | Management | Administration | Reports | Help | Log Out | USER: Burton, Katherine (burtkj)

Quality Activity Entry

Submit this form to record the quality activity.
You will be able to modify this page once it is submitted.

Activity Involved

Activity Involved: Quality Improvement

Is this a Redesign Activity? Yes No

Reporter's Name: Burton, Katherine

Contact Phone:

Site of Activity: Austin Hospital

Directorate: Ambulatory & Nursing Services

CSU Aggregate Area: Ambulatory & Continuing Care

Location: Ambulatory Care Centre

Is this an Organisation Wide Activity? Yes No

Key Dates

Activity Status:

Activity Commencement Date:

Activity Status
Select the current status related to this activity ie proposed, accepted, completed, not accepted

Planned
In Progress
Completed
Postponed / Abandoned

Activity Details

Activity Title:

Activity Aim / Objective:

Funding Body:

Are Consumers / Community involved in this activity? Yes No

Baseline Results:

Intervention:

Evaluation:

Results:

6. Choose whether the quality improvement is being 'planned' is 'in progress' has been 'completed' or has been 'postponed or abandoned'

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

The screenshot shows the RiskMan Q software interface with several sections and callout boxes:

- Key Dates** section:
 - Activity Status**: A dropdown menu.
 - Activity Commencement Date**: A text input field.
 - Activity Completion Date**: A text input field.
- Activity Details** section:
 - Activity Title**: A text input field.
 - Activity Aim / Objective**: A text input field.
 - Funding Body**: A dropdown menu.
 - Are Consumers / Community involved in this activity?**: Radio buttons for Yes and No.
 - Baseline Results**: A text input field.
 - Intervention**: A text input field.
 - Evaluation**: A text input field.

Callout boxes with arrows pointing to specific fields:

- 7. Complete activity commencement date or completion date if the project/audit has finished**: Points to the **Activity Commencement Date** and **Activity Completion Date** fields.
- 8. Complete the activity title. *This is also the section that the search function reads from so please ensure your title includes key words e.g. falls,**: Points to the **Activity Title** field.
- 9. Add in the aim/objective of the project/audit**: Points to the **Activity Aim / Objective** field.

At the bottom of the window, the taskbar shows the Start button, system tray with the time 11:13, and several open applications including Outlook and various document files.

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

The screenshot shows the 'Victorian Health Incident Management System (Sep '12) - Windows Internet Explorer' interface. The browser address bar shows 'http://riskman/Default.aspx'. The page header includes the 'Austin HEALTH' logo and 'by riskman'. The user is identified as 'USER: Burton, Katherine (burtkj)'. The main content area is titled 'Activity Details' and contains several sections:

- Activity Title**: A large text input field.
- Activity Aim / Objective**: A large text input field.
- Funding Body**: A text input field with a callout box: "10. Enter funding body if applicable".
- Are Consumers / Community involved in this activity?**: Radio buttons for 'Yes' and 'No'. A callout box: "11. Were consumers involved? If so please specify" points to the 'No' option.
- Baseline Results**: A text input field with a callout box: "12. Enter any baseline results".
- Intervention**: A text input field.
- Evaluation**: A text input field.
- Results**: A text input field.
- Follow-up**: Radio buttons for 'Yes' and 'No'.

Below the 'Activity Details' section are three additional sections:

- Classification**: A section with a 'Classification' input field.
- Journals**: A section with an 'Add New Journal Entry' button.
- Documents**: A section with an 'Add Document' button.

At the bottom of the page, it says 'No current Managers'.

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

Victorian Health Incident Management System (Sep '12) - Windows Internet Explorer

http://riskman/Default.aspx

File Edit View Favorites Tools Help

Austin HEALTH by riskman

My Workspace | Management | Administration | Reports | Help | Log Out

USER: Burton, Katherine (burtkj)

Funding Body

Are Consumers / Community involved in this activity? Yes No

Baseline Results

Intervention

Evaluation

Results

Follow-up Yes No

Classification

Classification

Activity Classification

Which accreditation standard and criteria does this activity relate to?

Journals

Add New Journal Entry

Documents

Add Document

No current Managers

Change the people you report to.

Save

17. Select what standard, criteria or Austin Health objective the project or audit fits into

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

Victorian Health Incident Management System (Sep '12) - Windows Internet Explorer

RISKMAN.NET Incident Classifications -- Webpage Dialog

Show All Hide All Cancel Save and Exit

Austin Health Strategic Priorities

- Better, safer, faster care
- Working through partnership and participation
- Leading in research and education
- Investing in our staff
- Building a strong and sustainable future
- Advancing leadership and innovation

National Safety and Quality Health Service Standards

- 1. Governance for Safety and Quality in Health Service Organisations
- 2. Partnering with Consumers
- 3. Preventing and Controlling Healthcare Associated Infections
- 4. Medication Safety
- 5. Patient Identification and Procedure Matching
- 6. Clinical Handover
- 7. Blood and Blood Products
- 8. Preventing and Managing Pressure Injuries
- 9. Recognising and Responding to Clinical Deterioration in Acute Health Care
- 10. Preventing Falls and Harm from Falls

Aged Care Standards

National Standards for Mental Health Services

- Community Care Common Standards

Palliative Care Standards

18. Click on the plus sign for the box to open

18. You can select more than one criterion if applicable

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

The screenshot displays the Riskman Q web application interface. A modal dialog box titled "Attached Documents" is open, showing a form for adding a document. The dialog box contains a "Description" field, a "Document" field with "Browse" and "Add" buttons, and a "Save" button at the bottom. The background shows the "Activity Details" form with fields for Reporter's Name, Contact Phone, Site of Activity, etc.

19. Attach documents i.e. audit tool, project plan etc. by clicking the 'add document' button.

20. Additional field will appear. Load document by clicking 'browse' and searching for document.

21. Attach to Riskman Q by clicking 'add'

22. Click 'save'

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

Victorian Health Incident Management System - You:3.889 - Microsoft Internet Explorer provided by Austin & Repatriation M

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://riskman.default.asp

Austin HEALTH

TRAINING SITE

by **riskman**

My Workspace Help Log Out

USER: Yaaman, Katie (yaamki)

Activity Entry

Confirmation: Notification Saved

The Activity ID is 3

Sending Mail

All required emails sent.

Print

Report displayed as: PDF

Modify / Apply a Distribution List.

If this activity is one of a multi-person, or multi-event Group, click the following button to create another linked Group Activity...

Click here to create a related Group Activity.

If you wish to enter another, unrelated Activity Notification, click the following button, or go to the Menu to access other options...

Click here to create a new Activity.

Review this Activity.

Return to Entered Activities.

39:21 minutes until Timeout - RiskMan Version: 3.889

Start Austin Health LHE (650) ... Inbox - Microsoft Outlook Victorian Health Incid... Document1 [Compatibility...]

Local Intranet

6:22

23. You will receive a confirmation page with activity ID

24. To distribute a Quality Improvement activity click 'modify or apply a distribution list'

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

Austin HEALTH TRAINING SITE **riskman**

Quality Activity Distribution List

Quality Activity ID: 3

Reporters Name	Site	Location	Activity Aim
Robey Maura	Austin	Ward 3 HospitalNorth	To decrease falls on acute ward through use of risk assessment and intervention program

Unassigned Assigned

Filter list

Please enter any additional information to accompany the distribution list email:

Send Email & Close

Review History

Date	User	Notes
24 Jun 2012 10:22	Yeaman, Katie (yeamk)	Created the activity.
24 Jun 2012 10:22	Quality Manager	Email SENT: Robby QAM
24 Jun 2012 10:22	Yeaman, Katie (yeamk)	Most recently viewed.

23. Click 'Filter list' and select person you wish to add

24. Their name will appear in 'assigned' column.

25. Write email if applicable and click 'send email and close'

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

To add a journal entry to a quality activity and forward it on as a task to another staff member

The screenshot shows the 'Journal Entry' dialog box in the Riskman Q application. The dialog box has the following fields and options:

- Journal Type:** A dropdown menu with 'Task Assigned' selected. A list of options is visible: General Comments, Complications Developed, Correspondence Received, Correspondence Sent, Discussion with Insurer, Hospital Policy Amendment, Information Request from Coroner, Information Supplied to Coroner, Legals, CH&S Dept Notes, Task, and Task Assigned.
- Description:** A text input field.
- Reference:** A text input field.
- Select User:** A dropdown menu with 'Select Me' selected.
- Buttons:** 'Add Entry' and 'Cancel'.
- Item Actioned:** A checkbox.

The background shows the 'Add New Journal Entry' button and a 'Save' button. The 'Save' button is highlighted in red.

26. Select add new journal entry

27. Additional field will appear. Select journal type – task assigned

28. Select date the task assigned

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

Victorian Health Incident Management System (Sep '12) - Windows Internet Explorer

http://riskman/Default.aspx

File Edit View Favorites Tools Help

☆ Favorites Best of the Web Channel Guide Free Hotmail Internet Explorer News Internet Start Web Slice Gallery

AUSTIN HEALTH CHALLENGE... Victorian Health Incident ...

Austin HEALTH by riskman

My Workspace Management Administration Reports Help Log Out USER: Burton, Katherine (burtkj)

Funding Body

Are Consumers / Community involved in this activity? Yes No

Baseline Results

Intervention

Evaluation

Results

Follow-up

Classification

Classification

Journals

Add New Journal Entry

Documents

Add Document

No current Managers
Select the people you report to

Save

Journal Entry -- Webpage Dialog

Journal Entry

Journal Type: Task Assigned

Description: [Empty]

Reference: [Empty]

DateStamp: 23 Apr 2013 10:24

Follow Up By Date: [Empty]

Follow Up User: Select User

Item Actioned:

Calendar: April, 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Select date

29. Select the person you want to assign the task to

28. Select date the task assigned

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

The screenshot shows the Victorian Health Incident Management System (Riskman Q) interface. A 'Select a User -- Webpage Dialog' is open, displaying a list of users filtered by 'yea'. The dialog includes a search filter, 'Return 50 Users', and 'My Staff' checkbox. The user list contains:

- Dwyer, Alice (dwyeaz)
- Goodyear, Cameron (goodcr)
- Senyard, Elizabeth (SENYEA)
- Yeates, Matthew (yeatmz)
- dwyer, alison (dwyeaj)
- Guyett, Aidan (guyez)
- Yeaman, Katie (yeamkl)
- Yeats, Sally (yeatsz)

A yellow callout box at the bottom center contains the text: "29. Select the person you want to assign the task to". Two arrows point from this box to the first and fifth entries in the user list.

Navigation buttons at the bottom include 'Save', 'current Managers', and 'the people you report to.'.

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

The screenshot displays the 'Victorian Health Incident Management System' (Riskman Q) interface. A 'Journal Entry -- Webpage Dialog' is open, showing the following details:

- Journal Type:** Task Assigned
- Description:** please audit QSRM patient ID processes next Tuesday thankyou
- DateStamp:** 23 Apr 2013 10:24
- Follow Up By Date:** [Empty field]
- Follow Up User:** Yeaman, Katie (yeamkl)

Buttons for 'Add Entry' and 'Cancel' are visible at the bottom of the dialog. Two yellow callout boxes provide instructions:

- Box 1: 30. Enter a description of the task to be assigned (points to the Description field)
- Box 2: 31. Add entry (points to the Add Entry button)

HOW TO ADD A QUALITY IMPROVEMENT ACTIVITY/AUDIT INTO RISKMAN Q

The screenshot displays the Victorian Health Incident Management System (RiskMan Q) interface. The browser window title is "Victorian Health Incident Management System (Sep '12) - Windows Internet Explorer". The address bar shows "http://riskman/Default.aspx". The page header includes the "Austin HEALTH" logo and "by riskman". The navigation menu contains "My Workspace", "Management", "Administration", "Reports", "Help", and "Log Out". The user is identified as "USER: Burton, Katherine (burtkj)".

The main content area is titled "this activity?" and contains several sections:

- Baseline Results**: A text input field.
- Intervention**: A text input field.
- Evaluation**: A text input field.
- Results**: A text input field.
- Follow-up**: Radio buttons for "Yes" and "No".

Below these sections are "Classification" and "Journals" sections. The "Journals" section includes an "Add New Journal Entry" button and a form with the following fields:

- Journal Type:** Task Assigned
- Description:** please audit QSRM patient ID processes next Tuesday thankyou
- DateStamp:** 23 Apr 2013 10:24
- Reference:** (empty)
- Item Actioned:** No
- Action:** (button)
- Follow Up User:** Yeaman, Katie (yeamkl)
- Created By:** burtkj

At the bottom of the page, there is a "Documents" section with an "Add Document" button. Below that, a "No current Managers" message is displayed, along with a "Change the people you report to." button and a "Save" button. A yellow box highlights the "Save" button with the text "32. Select Save".

The footer of the browser window shows "54:30 minutes until Timeout - RiskMan Version: 2012 (September) - SR: 13". The taskbar at the bottom includes icons for Start, Internet Explorer, Outlook, and several open applications.