

**VVMC**  
**Mandatory Module Requirements**

**Modules:**

<b>Mandatory</b>	<b>Allied Health</b>
<b>HIPAA</b>	<b>Conscious Sedation</b>
<b>RN</b>	<b>Epidurals</b>

The above modules are in alignment with the modules FMC has chosen to focus on. Departments may have other mandatory modules that Directors will include in addition to the above. This initiative is focusing on the modules associated with Quality and Safety.

Employees are required to take and pass the module(s) each year. NCO takes the place of the modules for year 1.

Obtained organizational agreement to change Halogen's section percentages FY '14  
From/To

**Staff employees:**

**Mandatory Modules 10%/25%**  
**Values and Organizational Priorities 40%/30%**  
**Core Competencies 35%/30%**  
**Goals 15%/15%**

**Lead/Charge employees:**

**Mandatory Modules 10%/25%**  
**Values and Organizational Priorities 35%/25%**  
**Core Competencies 30%/25%**  
**Lead/Charge Competencies 10%/10%**  
**Goals 15%/15%**

**Management:**

**Mandatory Modules 5%/25%**  
**Values and Organizational Priorities 25%/20%**  
**Financial Stewardship 25%/20%**  
**Creating and Fostering a Healthy Work Environment 25%/20%**  
**Goals 20%/15%**

Approximately 2 months prior to activating the steps below education of staff will occur in multiple ways i.e. staff meetings, Portal, etc. Ongoing education to new hires will be the responsibility of department management.

Employee cannot be a Role Model under Leadership category in Halogen if they were late on a module(s) from the above list. Rest of the Leadership category score will be dependent on other Leadership traits.

Corrective Action Step II/Written will be given if above module(s) are not completed on time giving the employee 7 days to complete the module(s).

**Corrective Action Step III/Final with Suspension will be given if module(s) is not completed within the 7 days. Employee is given additional 7 days to complete the module(s).**

**Corrective Action Step IV/Termination will be next step if module(s) is not completed within the 7 additional days.**

**Directors with Allied Health staff are looking at the Allied Health module to decide if appropriate to require their staff to take or not. Directors will be letting Rich Henn know which positions within their departments will be required to take the Allied Health module.**

**Recommendation:**

**LMS document only the month and year the module was completed changing the definition of Late to "1 year + 1<sup>st</sup> of the month".**

**i.e. If module was taken 1/15/12 the module would be late 2/1/12**

**Currently:**

**Late = 1 year + 1 day (LMS currently shows month/day/year module was taken)**

# **RISK REPORTING PROTOCOLS**

**Presented at Managers' Meeting**

**March 13, 2013**

**Please complete RDE's AND provide direct notification to Risk Manager (email or phone) within 24 hours of event for any of the following events:**

- **Sentinel events**
  - **Unexpected deaths – suicides, sudden cardiopulmonary arrest (with or without successful CPR);**
  - **Unanticipated neurological, sensory and/or systemic deficits, brain damage, permanent paralysis including paraplegia and quadriplegia, partial or complete loss of sight or hearing, kidney failure or sepsis;**
  - **Birth-related injuries – maternal or fetal death, anesthesia related injuries, apgar scores at 5 minutes below 5;; any infant resuscitation, fractures or dislocations;**
  - **Severe burns, thermal, chemical, radiological, electrical;**
  - **Severe internal injuries – lacerations of organs, infectious process, foreign body retention, sensory organ or reproductive organ damage;**
  - **Substantial disability – fractures, amputation, disfigurement.**
- **Significant medication errors and/or Adverse Drug Reactions**
- **Restraints issues**
- **Workplace violence issues including notification of police and lockdowns**
- **EMTALA issues**
- **HIPAA violations**

**Discussion: changes to RDE "dictionary"**

**Current Risk Projects:**

- **Falls GoP review and revision; education of directors**
- **Adverse Drug Event Trigger Tool review and revision**
- **Informed Consents – policy update; monitoring of Blood Consents**
- **Advance Directives – audit**
- **Photography GoP review and revision**
- **Focus Study – Alcohol screen and drug tox in ED related to appropriate discharges**
- **Physician Practice Managers – Terminating a Patient/Provider Relationship**
- **Code Blue Committee revisions (thanks to Lori and Jacquie)**
- **Photo identification for ED patients**

**Note: I no longer have a pager. If you are calling me, please either use my office extension 36373 or call my cell phone number at 928-301-6198.**