



**CARSON TAHOE**  
Regional Healthcare

# **PATIENT SAFETY PLAN**

## **2015**

*Effective: February 2005 (combines Organization Safety and Patient Safety Plans)*  
*Revised: October, 2005*  
*Revised: December, 2006*  
*Revised: December, 2007*  
*Revised: January, 2009*  
*Revised: January, 2010*  
*Revised: January, 2011*  
*Revised: January, 2012*  
*Revised: February, 2014*  
*Revised: November 2014*

## INTRODUCTION

Carson Tahoe Regional Healthcare's Core Values are **"Putting Patients First and Treating Everyone with Dignity and Respect"**. With the support of the Board of Hospital Trustees and Organization Leadership, the Patient Safety Program and Patient Safety Plan are committed to a "Culture of Safety" consistent with our Mission and Core Values.

## PURPOSE

The Patient Safety Plan provides a planned, systematic, coordinated approach for continually improving the health and safety of patients who are treated at the medical facility, by reducing patient harm and maintaining a safety culture.

The Patient Safety Plan includes:

- Establishment of a patient safety committee:
  - Membership to include:
    - Patient Safety Officer
    - Infection Control Officer
    - At least 3 providers of health care who treat patient at the medical facility, including one medical, nursing and pharmaceutical staff
    - One member of the executive or governing body
  - Meetings required at least once per month
- An Infection Control Program to prevent and control infections within the medical facility (this is a document separate from the Patient Safety Plan that meets the requirements for NRS 439.865)
- Adoption of Patient Safety checklists and patient safety policies as required by NRS. 439.877
  - Adoption of patient safety checklists and policies
  - Annual review and revision of checklists and policies
    - 2014 Checklist Inventory *Attachment A*
  - Annual Report to Legislative Committee on Health Care
- Integration of all patient safety activities both ongoing and developing
- Ongoing orientation, education and training to emphasize specific job related aspects of patient safety to maintain and improve staff awareness
- Encourage internal reporting of medical / healthcare incidents and events, effectively respond to actual occurrences, manage occurrences and events with a non-punitive approach, and focus on processes and systems to minimize individual blame and retribution
- Periodic survey of the staff regarding willingness to report, actions taken and outcomes of occurrences and events
- Internal reporting of findings, actions taken and resolution; organizational learning and communication of occurrence and event information
- Consideration of patient safety priorities when designing and redesigning of relevant processes, functions and services
- Involvement and education of patients and their families about their role in facilitating safe delivery of care, identifying potential risks and suggesting improvement to patient safety

## **SCOPE OF ACTIVITIES**

The Patient Safety Committee integrates all components of safety into the organization wide safety program by collaboration among with the following, including but not limited to Quality, Environmental Safety, Infection Control, Patient Care areas, and Risk Management, Compliance and Ethics.

Patient Safety Committee activities include:

- Receive and review investigative reports from the Patient Safety Officer regarding Sentinel events alleged to have occurred, and actions taken to ensure the safety of patients resulting from Sentinel Events reported to State of Nevada Pursuant to NRS Chapter 439
- Make recommendation to the executive or governing body to reduce the number and severity of sentinel events and infections that occur
- Provide emotional support for staff involved in incidents or events, through Human Resources, leadership, department supervisors and other resources as appropriate
- Report at least quarterly to the executive or governing body
  - The number of sentinel events that occurred the previous quarter
  - The number and severity of infections that occurred the previous quarter
- Review and evaluate the quality measures carried out by the medical facility to improve the safety of the patients who receive treatment.
- Review and evaluate the quality measures carried out by the medical facility to prevent infections
- Monitor patient and environmental safety issues identified throughout the organization.
- Promote the use of internal and external knowledge and experience to prevent patient harm, events and occurrences, and to maintain and improve patient safety and prevent unsafe occurrences.
- Review aggregated or trended data: No harm events, Mild or moderate adverse outcomes, Near miss, Medication events, Adverse drug reactions, Transfusion reactions, Hazardous conditions, Present on admission, ~~or~~ Hospital acquired conditions, or Online incident reports, utilizing a proactive approach to recognize and acknowledge medical / healthcare events and risks to patient safety, to make recommendations and initiate actions to reduce those events and risks
- Prioritize and recommend Patient Safety activities, as appropriate.
  - Types of Environmental safety data/activities that may be reviewed, aggregated or trended may include: Security, Employee safety / job related injuries, Emergency preparedness, Lab or radiation safety, Utilities management, Bio med or Fire drills inspections

## **PATIENT SAFETY OFFICER**

The Patient Safety Officer is designated by the medical facility and has administrative responsibilities as prescribed by NRS chapter 439 (specifically outlined in NRS 439.815 through NRS.439.875) and by other regulatory agencies and accrediting bodies. Duties and responsibilities include but are not limited to:

- Serving on the Patient Safety Committee
- Supervising sentinel event reporting to the State
- Conducting mandatory investigations; developing and implementing action plans
- Ensuring notification as appropriate within the medical facility

## **STRUCTURE**

The Quality Reporting Structure Model *Attachment B* visually diagrams the reporting structure.

**Attachment A**

Carson Tahoe Regional Medical Center 2015 Checklist Inventory		
Checklist title	Checklist Category	DEPT
Discharge Checklist for nursing	Discharge	BHS
Discharge Checklist for patient	Discharge	BHS
Discharge Planning Checklist	Discharge	BHS
Discharge Checklist	Discharge	Electronic Health Record
Fire Drill Participation	Environment	Housewide
Fire Report	Environment	Security
Fire Watch Form	Environment	Security
Life (Fire) Safety Inspection / Business Occupancy	Environment	Security
Life (Fire) Safety Inspection /Healthcare Occupancy	Environment	Security
<b>Patient Room Housekeeping Checklist by area /by shift</b>		
Form 100 Lead/Admin	Environment	Housekeeping
Form 101 Med Onc B / Rehab	Environment	Housekeeping
Form 102 Med Onc A & Pharmacy	Environment	Housekeeping
Form 103 Tele & Therapy	Environment	Housekeeping
Form 104 OB / Peds	Environment	Housekeeping
Form 105 Surg Ortho	Environment	Housekeeping
Form 106 ICU/CVU	Environment	Housekeeping
Form 107 ER /OBS / Fast track Days	Environment	Housekeeping
Form 108 OR days	Environment	Housekeeping
Form 109 Cath Lab /Outpatient Days	Environment	Housekeeping
Form 110 Areas to "police"	Environment	Housekeeping
Form 111 Waste Management Days	Environment	Housekeeping
Form 112 BHS Check Sheet	Environment	Housekeeping
Form 113 Senior Pathways & BHS Outpatient	Environment	Housekeeping
Form 114 Projects / Floor Care	Environment	Housekeeping
Form 200 Lead	Environment	Housekeeping
Form 201 Med Onc A and B Swing	Environment	Housekeeping
Form 202 Tele / OB Swing	Environment	Housekeeping
Form 203 Surg Ortho Swing	Environment	Housekeeping
Form 204 ICU / CVU Swing	Environment	Housekeeping
Form 205 ER / OBS Fast track Swing	Environment	Housekeeping
Form 206 OR Swing	Environment	Housekeeping
Form 207 X-ray / Cath / Outpatient Swing	Environment	Housekeeping

Carson Tahoe Regional Medical Center  
2015 Checklist Inventory

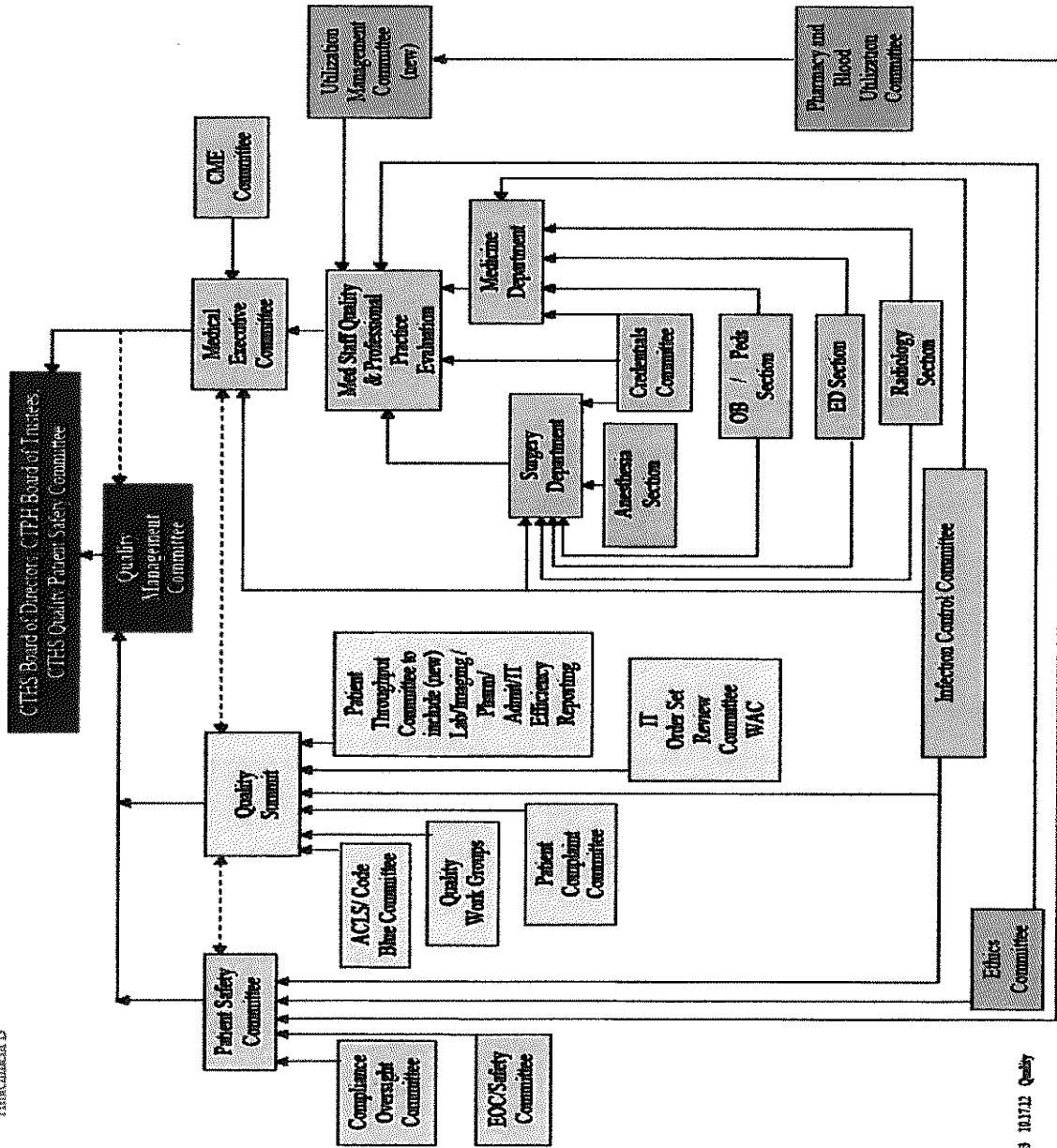
Form 208 Waste Management Swing	Environment	Housekeeping
Form 209 SMC First floor	Environment	Housekeeping
Form 210 Cancer / Merriner	Environment	Housekeeping
Form 211 Minden check list	Environment	Housekeeping
Form 212 Mica Surgery / Pain Clinic	Environment	Housekeeping
Form 213 Projects / Floor Care	Environment	Housekeeping
Form 214 Projects / Floor Care	Environment	Housekeeping
Form 215 Projects / Floor Care	Environment	Housekeeping
Form 216 Lab / Offices Swing	Environment	Housekeeping
Form 301 ER / OBS / Fast track Grave	Environment	Housekeeping
Form 302 OR Grave	Environment	Housekeeping
Form 303 Projects / floor Care	Environment	Housekeeping
Quality Assurance Checklist	Environment	Housekeeping
Pediatric Unit Department Checklist	Environment	PEDS
<b>CRASH CARTS</b>		
Adult Crash Cart Check List	Other Safety	Housewide
New born Crash Cart Checklist	Other Safety	Housewide
OB hemorrhage Cart Checklist	Other Safety	Women's / Children
Pediatric Crash Cart Checklist	Other Safety	Women's / Children
OB Recovery Room Red Cart	Other Safety	Women's / Children
Obstetrics OR checklist	Other Safety	Women's / Children
3M Steam Flash Sterilization Log	Other Safety	Housewide
AED Checklist	Other Safety	Housewide
Breast Milk Refrigerator Temperature Log	Other Safety	Women's / Children
Refrigerator / Freezer Temperature Record	Other Safety	Housewide
Blanket Warmer Temp Logs		Housewide
Cidex Log	Other Safety	Housewide
List & Process Monitor Documentation System	Other Safety	GBI
Nevada State Immunization Program Temperature Log	Other Safety	Women's / Children
Nursery Blanket Warmer Temperature Log	Other Safety	Women's / Children
OB Recovery Room Red Cart	Other Safety	Women's / Children
Obstetrics OR Checklist	Other Safety	Women's / Children
OR Blanket Warmer Temperature Log	Other Safety	Housewide
Ticket to Ride	Other Safety	Housewide
Ventilator Calibration Checklist	Other Safety	Respiratory
Admission Checklist	Other Safety	BHS
BHS Unit Safety Rounds Worksheet	Other Safety	Housewide

Carson Tahoe Regional Medical Center  
2015 Checklist Inventory

Central Line Associated Blood Stream infection and CAUTI surveillance	Other Safety	Housewide
Emergency Equipment checklist	Other Safety	ICU
Urgent Hearth Chart Daily checklist	Other Safety	ICU
Hand Hygiene	Other Safety	Infection Control
Infection control Monitoring during construction	Other Safety	Infection Control
Patient Observation Checklist	Other Safety	Security
AIC Chemo Waste	Other Safety	AIC
AMA Intervention checklist	Other Safety	BHS
Antibiotic Support team Review Form	Other Safety	Infection Control
Central Line Insertion	Other Safety	Infection Control
Charge Nurse checklist	Other Safety	BHS
Chemotherapy Administration check list	Other Safety	Med Onc
Chart Deficiency Check list	Treatment	Surgical areas
Hand Off Communication sheet Pre-op/OR/PACU	Treatment	Surgical areas
HSM Intraop Surgical checklist "Before Induction of Anesthesia "	Treatment	Surgical areas
HSM Intraop Surgical Checklist "Before Patient Leaves Operating Room"	Treatment	Surgical areas
HSM Intraop Surgical Checklist "Before Skin Incision"	Treatment	Surgical areas
HSM Pre-op checklist	Treatment	Surgical areas
Magnetic Resonance Imaging History & Assessment	Treatment	Medical Imaging
Medical Imaging Invasive Procedure Checklist	Treatment	Medical Imaging
Non Ionic and/or Ionic Contrast Consent Form	Treatment	Medical Imaging
Perioperative Nursing Care Plan	Treatment	Surgical areas
Pre Cath / Vascular Lab Checklist	Treatment	Cath Lab
Pre-Op Education	Treatment	Mica Surgery
PsychoSocial Treatment Plan tracking form	Treatment	BHS
Sharp Contraband Tracking Form	Treatment	BHS
Surgical Checklist	Treatment	Surgical areas
Universal Protocol Checklist	Treatment	Surgical areas
Universal Protocol Checklist for Injection Procedures	Treatment	Surgical areas
Foley Catheter Tracking	Treatment	Infection control

**Carson Tahoe Regional Healthcare Quality Reporting Structure**

Attachment B



Date: 08/10/12 Quality

The Patient Safety Plan Approval Page has been removed based on NRS 439.843.