Reporting Patient Safety Issues/Near Misses

McLaren Safety First is an internal electronic safety reporting tool utilized to identify, document, and analyze actual and potential quality of care and safety issues in order to implement process improvement and effect change.

EVERY member of the McLaren team is responsible for reporting safety events, including near miss events in McLaren Safety First.

> *A safety event* is any event that is not consistent with routine patient care or the routine operation of the facility, and may adversely affect or threaten to affect the health, life, comfort, or property of a patient, visitor, or employee.

> *A near miss event* is any event that was prevented from reaching the patient by either chance or timely intervention.

Just Culture Environment - McLaren Health Care supports a non-punitive reporting culture recognizing that safety events are not typically the result of individual misconduct, but rather system or process failures influenced by the system/work environment as a whole.

Examples of reportable safety events that should be reported immediately upon discovery:

- Medical errors/unexpected complications
- Communication breakdowns/failures
- Delay in care/treatment/tests
- Medication errors
- Issues identified during patient transitions/transfers
- Wrong procedure/patient/test

- Fire/flame/smoke
- Equipment malfunction
- Unintentionally retained foreign object
- Attempted suicide of patient
- Patient elopement
- Intra-partum maternal death related to birth
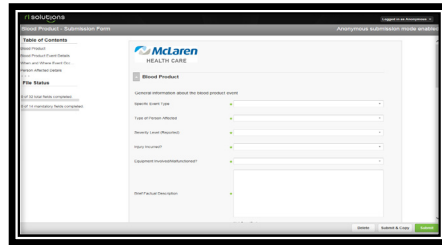
Policy MHC_SE001: Safety Event Reporting Policy **Questions? - 810-342-1146**

How to Submit a Safety First Report

Click on McLaren Safety First icon located on home screen

Fill in mandatory fields (*green asterisk).
File status on left tells you how many mandatory fields you have completed.

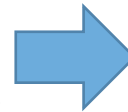**When you are finished submitting the required Information, click on the Green Submit button.**

Login with user ID & password or use 'anonymous' to enter event anonymously

Choose the Event Type you wish to report from the Icon Wall

Submit File

Thank you for taking the time to communicate this issue, . Your submission helps us improve our organization's overall safety. For reference, your file number is 147442 .

OK
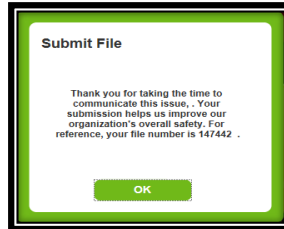
Once you see the 'submit file' pop up note thanking you for submitting the file, you know that you successfully submitted the report.

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