


RL SAFETY EVENT REPORTING

QUICK REFERENCE GUIDE

Use RL submission to report safety events such as; occurrences and critical incidents online. Your file needs to be completed and submitted during one sitting; you cannot save it and come back to it for completion. If you have more information to add after submitting your file, talk with your manager.

1. **Double-click** on the  icon on the Desktop. You do not need to login!

Note: if you are asked for a username/password you have selected the wrong RL icon.

2. **Double-click** on the safety event type form you want to report on from the **Icon Wall**.
If you are uncertain of the form you require you can type keywords in the **Find a form** box (ex. pressure ulcer). Or hover over the icons with your mouse to view a tip for the types of forms.

Icon Wall

Type keywords to find the form (eg., pressure ulcer)

Find a form

COVID-19 Adverse Drug Reaction HC Airway Management Blood Product

Diagnosis/Treatment Diagnostic Imaging Equipment/Medical Devices Facilities/Environment

Use the scroll bar to move down to view more icons

NAVIGATING IN A FORM

Use the left-side widgets to navigate within the event form.

DO NOT use the back button

You can click on the section of the form that you want to jump to

Table of Contents
Introduction
When and Where the Event...
Fall
Fall Details
...

DO NOT use the back button

RLDatix™

Fall - Submission Form

Table of Contents

Introduction

3. **Complete** the form ensuring all mandatory fields are entered (fields with a green *). Please provide as much information as possible in non-mandatory fields.

The screenshot shows a web form titled "Fall - Submission Form". On the left, there is a "Table of Contents" with sections like "Introduction", "When and Where the Event ...", "Fall", "Fall Details", and "File Status". The "File Status" section shows "Elapsed time: 01:48", "1 of 37 total fields completed.", and "1 of 19 mandatory fields completed." with progress bars. The main form area contains several fields: "Specific Event Type" (with a green asterisk), "Type of Person Affected" (with a green asterisk), "Injury Incurred?" (with a green asterisk), "Severity" (with a green asterisk), "Did the event require an unplanned or extended hospitalization?", "Equipment Involved/Malfunction...", "Contributing Factors" (with a green asterisk), and "Immediate Actions" (with a green asterisk). Each field has a "Not Specified" label and an "Add/Edit" link. A "Form Name" callout points to the top header. A "Collapse/expand Icon" callout points to a small triangle icon. A "Drop-Down Lists" callout points to a dropdown menu. A "Mandatory Field" callout points to a green asterisk. An "Action Links" callout points to the "Add/Edit" link. A "Scroll bar" callout points to the vertical scrollbar on the right. At the bottom, there are buttons for "Delete", "Exit", "More Actions", and "Submit".

Note: If you want to attach a document or photo click the **Add** link in the *Attachments* section of your form.

The screenshot shows the "Attachments" section of the form. It has a header "Attachments" and buttons for "Open", "Add", "Edit", and "Remove". Below the buttons is a table with columns "FileName", "Category", and "Description". The table contains one row with "Not Specified" in the "FileName" column.

- Click the **Select file** button and select the file(s) to attach or drag the file(s) to the **Drop files here** box.
- Click **Upload** to attach the file(s).

You can drag and drop attachments from your email directly in the RL file.

4. Click the  button.

Once the form is submitted the file reference number appears on the screen. After the form is submitted you cannot add additional information to it. If you want to follow-up on the file or add additional information you can reference the file number with your manager.

WHAT NEXT?

Once the form is submitted, the appropriate manager(s) will be notified by email. If you believe this was a critical incident there is a section to declare that on the form. The submission will then be automatically sent to the WRHA Regional Intake Coordinator (not on-site management). This process does not replace established communication processes for CI's –please ensure you communicate incidents to your manager/patient care manager.

QUESTIONS

Contact RL Support 204-926-1070 or rl_support@wrha.mb.ca or contact your manager.