RL SAFETY EVENT REPORTING

QUICK REFERENCE GUIDE

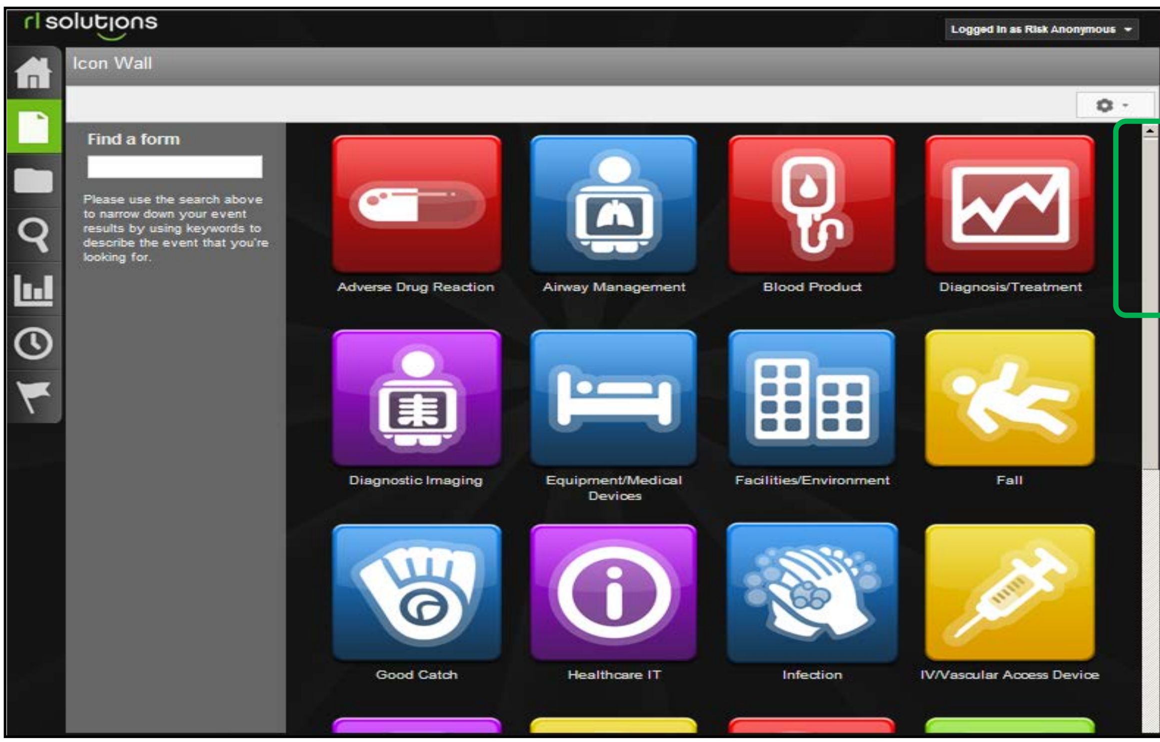
Use RL to report safety events such as; occurrences and critical incidents online. Your report needs to be completed and sent during one sitting. You cannot save it and come back to it for re-entry. If you have more information to add after submitting your file, talk with your manager.

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

2. ***Double-click*** on the safety event type you want to report on from the **Icon Wall**.
   Hover over *the Icons with your mouse to view a tip for the types of reports.*

Use the scroll bar to move down to view more icons

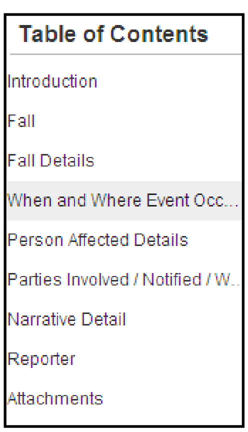
ICON WALL



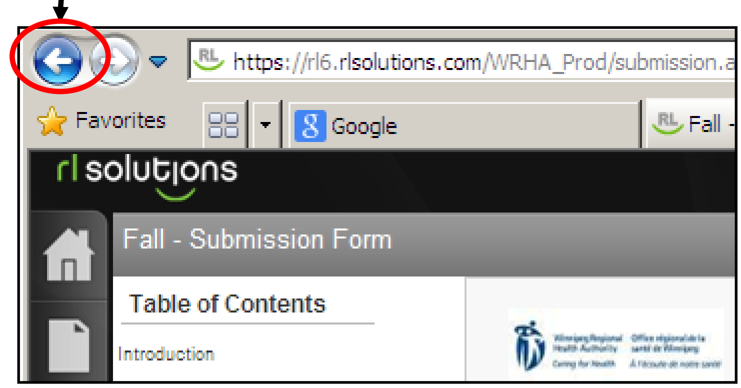
NAVIGATING

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

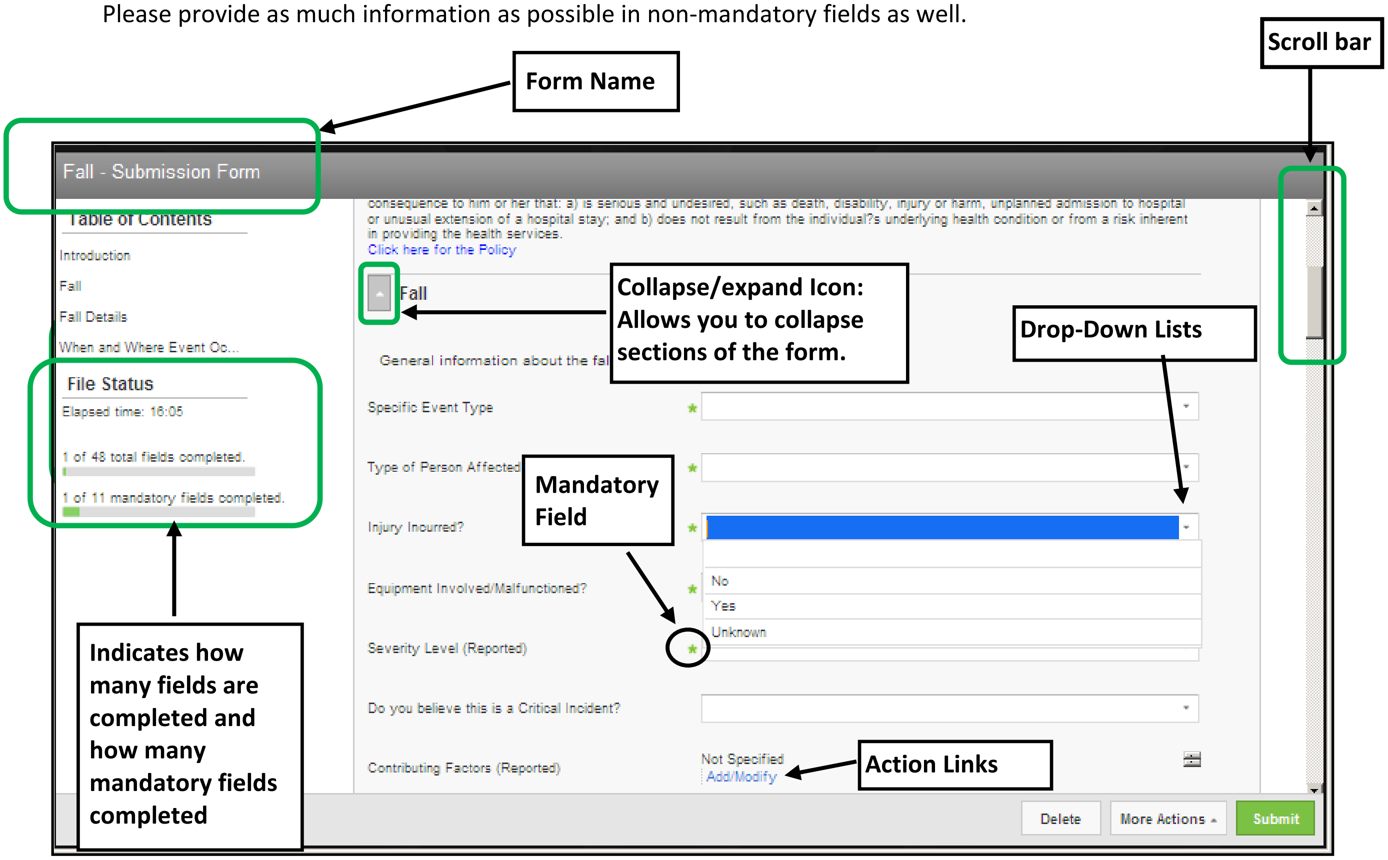
Click **on the section of the form that you want to go to**



DO NOT use the back button



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



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

WHAT NEXT?

Once the form is submitted, the appropriate manager 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 your manager if you have questions.