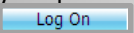





BC PSLs Recommendations Module Navigation Tips for Operations Leaders


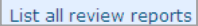


Locating a Review Report Record

1. Click on the BC PSLs Handler link on the BC PSLs Webpage
2. Log onto the BC PSLs
 - a. Enter your user name (firstname.lastname)
 - b. Enter your password
 - c. Click 
3. The BC PSLs Main screen is now visible
4. Click on 
5. There are 2 methods to locate the record

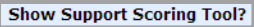

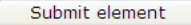

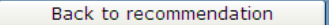
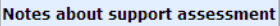

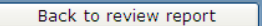
Method 1

- a. Click on 
- b. In the Reference field, enter one of the standard identifiers utilized in your Health Authority's Reference Number. Place an * (asterisk) **before** and **after** the identifier
 - e.g. Patient John Doe, *JD*
year-month-day of the event, *2012-12-27*
- c. Click 
- d. Click on the row containing your report

Method 2

- a. Click on 
- b. Click on 
- c. Click on  beside the blue bar listing your **Type of report**
e.g. Patient safety review report
- d. Click on  beside the blue bar representing the **Status** of your report
- e. Click on the row containing your report

Assessing Degree of Organizational Support for Recommendations

1. Review all fields on the Recommendations screen
2. Scroll to the bottom of the screen to review the Recommendation table
3. Click on the row containing the first recommendation
4. Review the following:
 - a. Identified contributory factor
 - b. Proposed recommendation
 - c. Identified method of evaluating the recommendation
 - d. Effectiveness scoring tool
 - e. Recommendation's effectiveness score
5. Select **Yes** in the  field
6. Complete fields in the 
7. Scroll to the bottom of the screen and click 
OR 
8. Click 
9. Review Support score field
10. Enter information into the  field as appropriate
11. Click 
12. Click  to review the other recommendations in the report
13. Click on the row in the Recommendation table containing the next recommendation and repeat steps 4-12