

BC PSLs Recommendations Module

Navigation Tips for Patient Safety Review Facilitators

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 Recommendations
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 Recommendations
- 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

Completing a Review Report Record

1. Review and update all fields in the screen
2. Adjust the **Status** of the report as needed using definitions in the Help box
3. Complete any empty fields
 - If unable to complete **Summary of report** field at this time, enter **TBD**
 - If review committee has not yet determined **Preventability**, enter **Unable to determine preventability** (if this field is utilized by your Health Authority).

NOTE: Adjust these fields as needed prior to finalizing report

4. Complete other screens accessed via the navigation panel on the top left side of the screen:
 - Process tracking screen (if this field is utilized by your Health Authority)
 - Documents screen - attach relevant documents
 - Link report screen – link other related BC PSLs records
e.g. Event Module record, Complaints Module record
5. Click on to return to the main screen
6. Scroll to the bottom on the screen and click

Developing Recommendations for a Review Report

1. Scroll to the bottom of the screen
2. Click on
3. Start numbering with number 1 in the **Order** field
4. Pre-fix contributing factor with numbering system according to your Health Authority's approved format
5. Pre-fix recommendations with numbering system according to your Health Authority's approved format
6. Complete other fields above the bar
7. Select **Yes** in the Field
8. Complete fields in the section
9. Scroll to bottom of the screen and click OR
10. Click
11. Review the Effective Score field, if score is <6, reassess and strengthen your recommendation as appropriate
12. Click
13. Click to create additional recommendations. Each recommendation should have a separate recommendation screen.
14. Once all recommendations have been developed. Return to **Review Report** screen and review all fields for accuracy and completeness. Adjust as appropriate.
15. Review all information in each screen listed in the navigation panel on the left side of the screen
16. Click