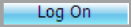





BC PSLS Recommendations Module Navigation Tips for Quality Directors

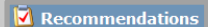



Locating a Review Report Record

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


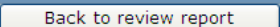
- a. Click on 
- b. In the Reference field, enter one of the standard identifiers utilized in your Health Authority's Reference Number. Place an * (asterisk) **before** and **after** the identifier
e.g. Patient John Doe, *JD*
year-month-day of the event, *2012-12-27*
- c. Click 
- d. Click on the row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

Method 2

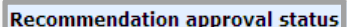
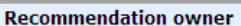
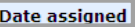


- a. Click on 
- b. Click on 
- c. Click on  beside the blue bar listing your **Type of report**
e.g. Patient safety review report
- d. Click on  beside the blue bar representing the **Status** of your report
- e. Click on the row containing your report

Approving a Review Report Record

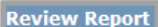
1. Review all fields in the  screen
2. Click on the first recommendation in the Recommendations table
3. Review the following fields in the  screen
 - Contributory factor
 - Recommendation
 - How the recommendation will be evaluated
 - Effectiveness scoring tool
 - Support Scoring tool

4. Modification of the recommendation by approval body is entered below the recommendation entered by the review committee. Modifications should be prefixed with:
 - Name of group or person responsible for modification
 - Date of modification
5. Complete **Recommendation Approval** status field
6. Complete **Explanation** field if the Approval status selected is other than **Accepted as presented**
7. Complete **Date of review of recommendation** field
8. Click 
9. Click 
10. Scroll to bottom of screen, and click on next recommendation.
11. Repeat steps 3-8 for each additional recommendation

Assigning Recommendations from a Review Report

1. Review all fields on the Recommendations screen for completeness
2. Ensure  has been entered as **Accepted as written** or **Accepted with Modification**
3. Complete  field
4. Complete  field
5. Complete  field
6. Scroll to bottom of the screen and click 

Closing a Review Report Record

1. Review all fields on the Review Report screen for completeness and accuracy
2. Review the Recommendations table and confirm all recommendations with **Recommendation approval status** of **Accepted as presented** or **Accepted with modification** have been **Fully implemented as presented** or **Fully implemented and adapted**. The **Date completed** should be visible in the table
3. Review each screen in the navigation panel for completeness and accuracy
4. Ensure any pertinent Events or Complaints module records are linked to the report
5. Return to the  screen
6. Change the status of the report to **Closed**
7. Scroll to bottom of the screen and click 