

Integrating safety into the departmental activity



This checklist is designed to support Emergency Physicians in ensuring that safety is considered in every departmental activity.

Action	Why	Who
Departmental safety and quality meetings	<ul style="list-style-type: none"> • Focus on reducing risk, maximising quality and enhancing safety • Ensures required actions tracked until completed 	<ul style="list-style-type: none"> • Multi-professional • Multi-speciality • All grades of staff
FY2/core training programme includes safety	<ul style="list-style-type: none"> • To ensure junior doctors are aware of the concepts of risk, safety and their role in improving safety 	<ul style="list-style-type: none"> • All faculty • All trainees
Registrar training includes incident review, risk register review and quality improvement	<ul style="list-style-type: none"> • To ensure the next generation of Emergency Physicians are aware of their responsibilities and capable of establishing systems for safety • Requirement to ensure all aspects of curriculum are taught 	<ul style="list-style-type: none"> • All faculty • All trainees
Multi-professional incident reviews and action planning	<ul style="list-style-type: none"> • To ensure the team work together on issues relating to risk and safety 	<ul style="list-style-type: none"> • Multi-professional • Multi-speciality • All grades of staff
Quality and safety notice board	<ul style="list-style-type: none"> • Ensures awareness of current alerts, demonstrates improvements 	<ul style="list-style-type: none"> • Senior team
System for rapidly disseminating safety information	<ul style="list-style-type: none"> • To ensure rapid delivery of key safety message to all staff • Need to be assured every member of staff informed 	<ul style="list-style-type: none"> • Senior team
Safety alerts shared on board rounds and at handover	<ul style="list-style-type: none"> • Raises awareness, puts safety at the centre of activity 	<ul style="list-style-type: none"> • Multi-professional • Multi-speciality • All grades of staff
Ensure system of induction into all matter related to safety e.g. knows how to report incident	<ul style="list-style-type: none"> • If all staff to participate in improving safety need to understand role and responsibilities 	<ul style="list-style-type: none"> • Senior team • Team Leaders
Ensure every staff member reporting an incident receives individual email	<ul style="list-style-type: none"> • Ensure staff know incident reporting is valued 	<ul style="list-style-type: none"> • Senior team • Department of Risk/Safety
Nursing education focuses on learning from incidents and principles of safety	<ul style="list-style-type: none"> • Nursing staff appreciate risk, safety and the importance of their input into mitigating risk 	<ul style="list-style-type: none"> • Senior Nursing team
Pharmacy safety meeting	<ul style="list-style-type: none"> • To review medication lists, and drug storage, availability, prescribing and administration policies for the ED 	<ul style="list-style-type: none"> • Senior team • ED pharmacist
Infection control meeting	<ul style="list-style-type: none"> • To ensure local performance against infection control and prevention policies are monitored 	<ul style="list-style-type: none"> • All staff • Member of Trust IC&P team
Review staff numbers against workload and align rotas with activity	<ul style="list-style-type: none"> • To ensure staffing optimised against workload 	<ul style="list-style-type: none"> • Senior team
ICT user group	<ul style="list-style-type: none"> • To ensure technology supports safety and minimises risk 	<ul style="list-style-type: none"> • Representation from all staff
Network meetings	<ul style="list-style-type: none"> • To review pathways and patient experience to enhance safety 	<ul style="list-style-type: none"> • Multi-professional • Multi-speciality • Commissioners
Consultant sign off	<ul style="list-style-type: none"> • To ensure senior review of patients with known high risk conditions 	<ul style="list-style-type: none"> • Senior team
Consultant job planning programmed activities designated for safety actions	<ul style="list-style-type: none"> • To ensure that a job plan allocates specific time for the completion of safety activities 	<ul style="list-style-type: none"> • Senior team
Appraisal framework to include contribution to Quality Indicators and evidence of safety activity	<ul style="list-style-type: none"> • To ensure that staff are complying with safety Quality Indicators • To ensure that staff are conducting safety activities properly 	<ul style="list-style-type: none"> • Senior team • All trainees