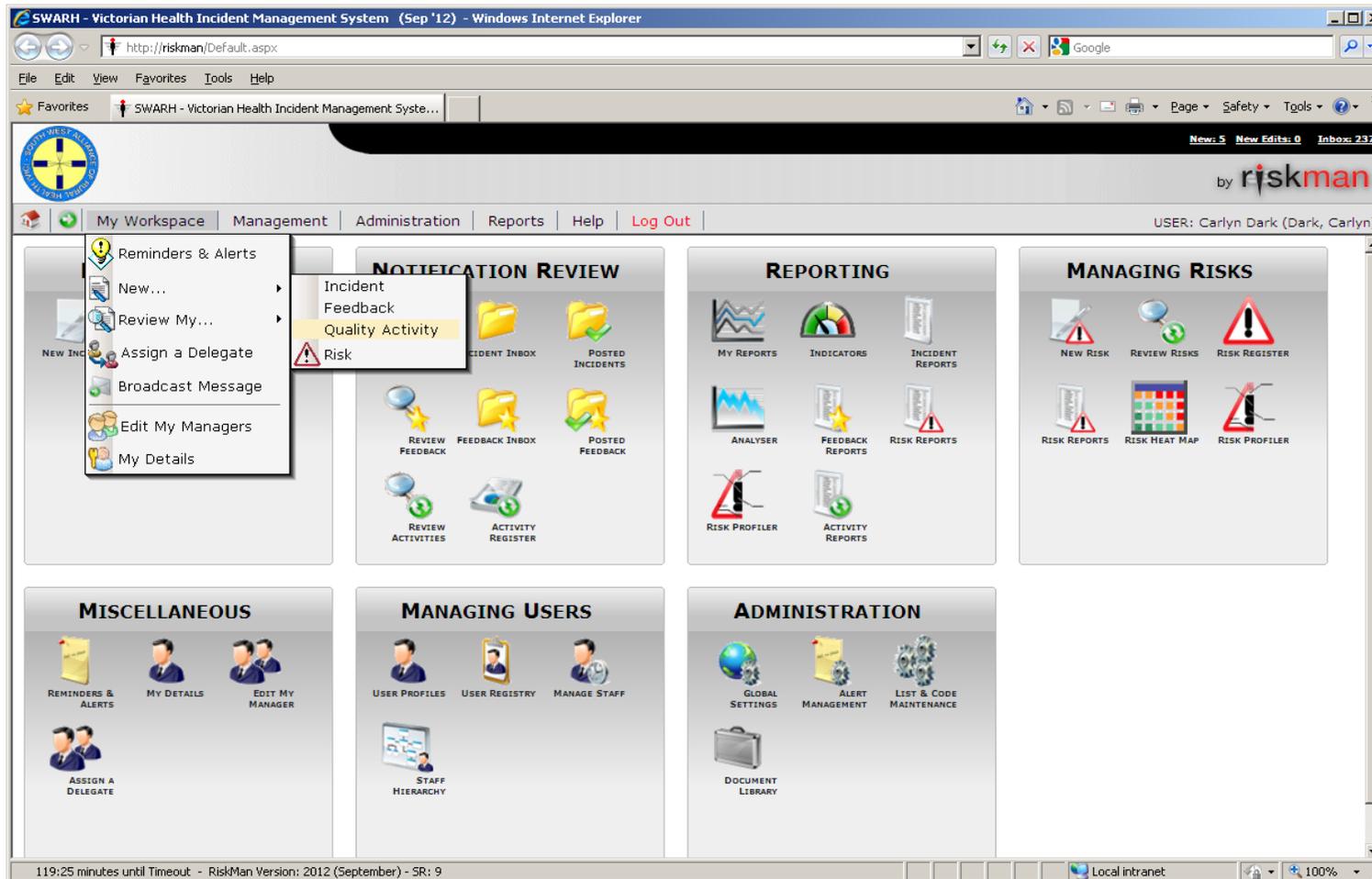


1. Purpose of RiskmanQ

RiskmanQ is the means by which all SWH staff are to record quality activities. These quality activities encompass such things as audits, recommendations, projects, activities: - wherever the quality cycle is employed to ensure a change in outcome.

2. Accessing RiskmanQ

Enter the VHIMS database and select: - New/ Quality Activity



3. Activity Involved

a) Select from the drop down list the source of the activity (activity involved). Was the need for the activity identified by your Quality/ Business Plan, an ACHS recommendation or an audit/ inspection etc?

Submit this form to record the quality activity.
You will be able to modify this page once it is submitted.

Activity Involved	Quality Improvement	Existing Quality Improvements
Reporter's Name	Quality Improvement	Project Involved
Contact Phone	ACHS Recommendation	What type of activity are you planning to submit?
Region	Quality / Business Plan	
Campus	Inspections	
Ward or location	SAT Suggestion	
	Opportunity For Improvement	
	Annual Plan	

b) You then need to identify who the reporter is for this activity and their position.

c) After then completing all of the location drop down boxes, select the relevant accreditation cycle if the activity arose from the accreditation review process.

Submit this form to record the quality activity.
You will be able to modify this page once it is submitted.

Activity Involved	Quality Improvement	Existing Quality Improvements
Reporter's Name		Reporter's Position
Contact Phone		Quality Management
Region	South West Healthcare	
Campus		
Ward or location		
Division		
Operational Category		
Accreditation Cycle		
Personnel Involved		
Executive Sponsor	Organisation Wide	
Person #1 Name	Periodic Review	Person #1 Position
Person #2 Name	Self Assessment	Person #2 Position

- c) Identify the personnel involved. You can place the staff member's names in these boxes by:-
 -Clicking on the person logo beside the data field you wish to add the name to

Personnel Involved	
Executive Sponsor	<input type="text"/>
Person #1 Name	<input type="text"/>  Person #1 Position <input type="text"/>
Person #2 Name	<input type="text"/>  Click To Find User <input type="text"/>
Associated Strategic Objective / KRA	<input type="text"/>

- A filter page will then appear. Place the name of the person you want to find in the Filter section

- Then choose the person from the list that appears of all staff with the same name. This name will then be placed into the required field automatically

Select a User -- Webpage Dialog [X]

Filter: Return Users

UserType: Position: My Staff:

Showing 1 users. Click on a user to select.

Carlyn Dark (Dark, Carlyn)

- d) Identify the strategic objective of SWH to which the activity aligns

Executive Sponsor	<input type="text"/>	 Person #1 Position <input type="text"/>
Person #1 Name	<input type="text"/>	 Person #2 Position <input type="text"/>
Person #2 Name	<input type="text"/>	<input type="text"/>
Associated Strategic Objective / KRA	<input type="text"/>	
Key Dates	<ul style="list-style-type: none"> Achieving Sustainability Driving Quality Performance Engaging Our Community Learning/Teaching/Research Culture Service Innovation 	
Activity Status		

4. Key Dates

a) Complete the status of the activity; whether it is being commenced or has been completed.

The screenshot shows a form titled "Key Dates" with a yellow background. It contains several fields: "Activity Status" (a dropdown menu with "Commenced" and "Completed" options), "Anticipated Commencement Date" (a date field), and "Accepted By" (a text field). A tooltip for the "Activity Status" dropdown is open, displaying the text: "Select the current status related to this activity ie proposed, accepted, completed, not accepted".

b) If you choose “Commenced”, you will need to complete the Anticipated Commencement Date and the Anticipated Completion Date

c) If you choose “Completed”, the screen will add two more fields and you will need to complete the Activity Commencement Date and the Activity Completion Date

The screenshot shows the "Key Dates" form with the "Activity Status" dropdown menu set to "Completed". The form now includes four date fields: "Anticipated Commencement Date", "Anticipated Completion Date", "Activity Commencement Date", and "Activity Completion Date".

d) The activity must be “Accepted By” the Manager of the department involved to ensure they are aware of the activity and its results / progress.

5. Activity Details

- Give the activity a title that clarifies exactly what the topic of the activity is e.g. Evaluation of the completion rate of the falls risk screen tool
- Give details of what it is the activity aims to do e.g. The completion rate of the falls risk screen tool will be assessed to determine the level of compliance of staff and any need for intervention; ensuring appropriate assessment of those at risk of falls
- Complete the Anticipated Outcome; what do you plan to achieve in completing this activity? E.g. Identify any issues with the completion rate of falls risk screen tools and to have put in place strategies to address this; ensuring 100% completion rate of the falls risk screen tool.

The screenshot shows a web-based form titled "Activity Details". On the left, there is a sidebar with buttons for "Methodology" and "Reasons for Activity". The main content area has three large text input fields: "Activity Title", "Activity Aim", and "Anticipated Outcome". The "Activity Aim" field is highlighted in yellow and has a tooltip that reads "What does your activity plan to review or improve?". Below these fields are two more sections, "Methodology" and "Reasons for Activity", each with a button and a corresponding text area.

- Demonstrate what methodology you will use to collect data. Will you audit files/ observe staff/ carry out assessments on staff knowledge?

Select from the list below...

Methodologies	
<input type="checkbox"/>	Assessment
<input type="checkbox"/>	Case Conference
<input type="checkbox"/>	Clinical Audit
<input type="checkbox"/>	File Audit
<input type="checkbox"/>	Focus Group
<input type="checkbox"/>	Interview
<input type="checkbox"/>	Observation
<input checked="" type="checkbox"/>	PDSA
<input type="checkbox"/>	Peer Review
<input type="checkbox"/>	Performance Measurement (KPI)
<input type="checkbox"/>	Process review
<input type="checkbox"/>	Questionnaire
<input type="checkbox"/>	Other

- Indicate the reason for the activity; did it arise from an accreditation recommendation or an incident?

Select from the list below...

Project Reasons	
<input type="checkbox"/>	Aged Care Accreditation
<input type="checkbox"/>	Other
<input type="checkbox"/>	ACHS Recommendations
<input type="checkbox"/>	COR Recommendations
<input type="checkbox"/>	Clinical Audit
<input type="checkbox"/>	Consumer Feedback
<input type="checkbox"/>	Associated Incident
<input type="checkbox"/>	ACSAA Recommendations
<input type="checkbox"/>	KPI
<input type="checkbox"/>	Evaluation of New Project
<input type="checkbox"/>	Notifications
<input type="checkbox"/>	Root Cause Analysis
<input type="checkbox"/>	Coronial Findings
<input type="checkbox"/>	Staff Suggestion

6. Activity Classification

This section allows you to identify any accreditation standard the activity may be related to. A drop down list appears when you click on "Classification"

The screenshot shows a form with a blue header 'Activity Classification'. Below it is a green bar with the text 'What Standard does this activity relate to?'. Underneath this bar is a dropdown menu with 'Classification' selected. A yellow tooltip box is visible over the dropdown, containing the text 'Activity Classification' and 'Which accreditation standard and criteria does this activity relate to?'. To the left of the dropdown is a blue box labeled 'Journals'.

7. Journals

In Journals you are able to add any comments or detail you wish. Click on the Add New Journal Entry box and a Journal Entry screen will appear; you can type free text into this.

The screenshot shows a form with a blue header 'Journals'. Below it is a large purple bar containing a button labeled 'Add New Journal Entry'.

8. Documents

The Documents section allows you to add any documents you have developed related to the activity e.g. reports for committees, graphed results, articles, feedback etc.

Click on the Add Document box and use the Browse box to find the document in your files. You can then Add the document to this activity.

9. Save

Do not forget to Save your work and ensure you have nominated the correct Manager.