South West Healthcare

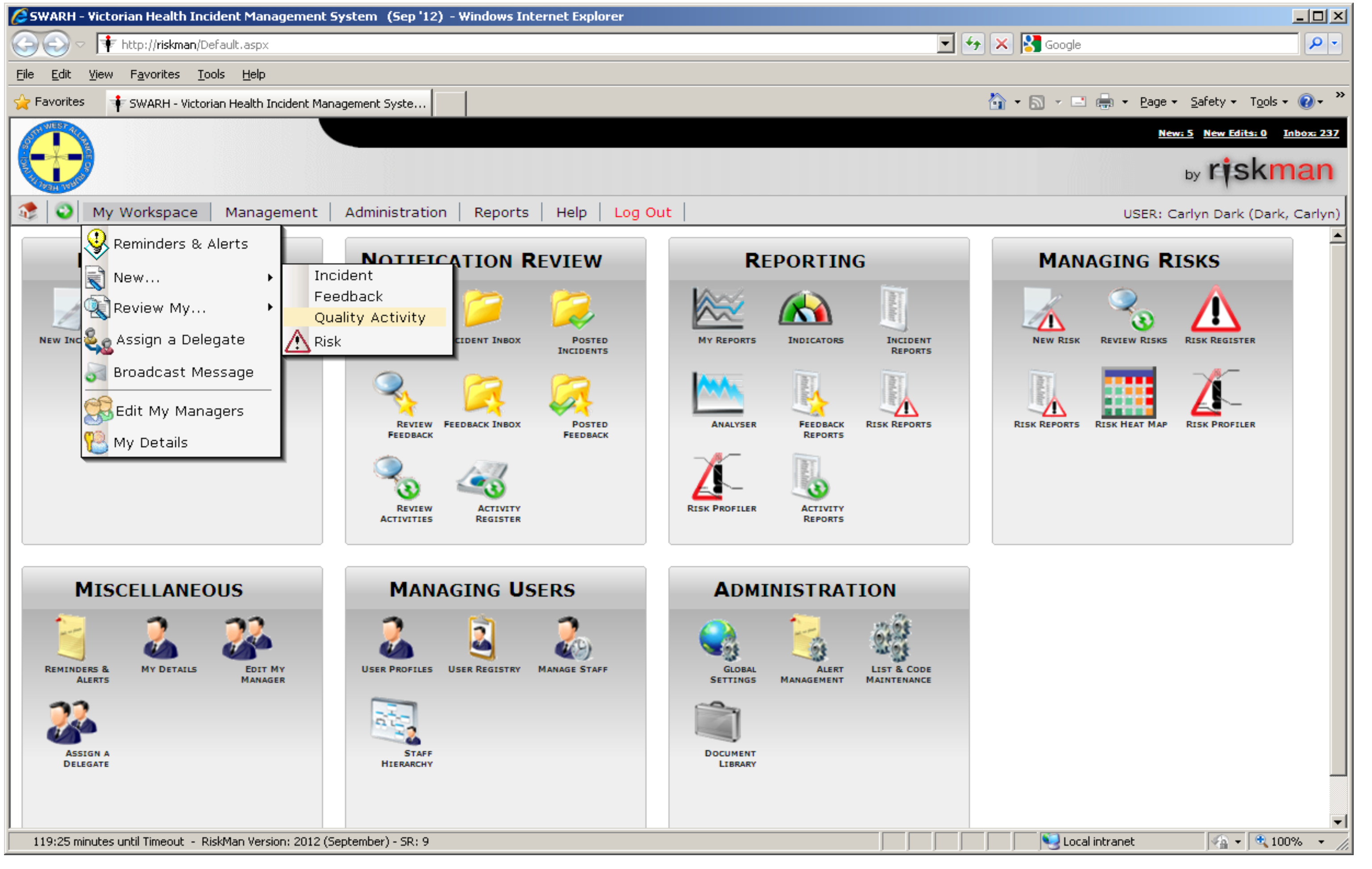
RiskmanQ User Instruction Sheet

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.

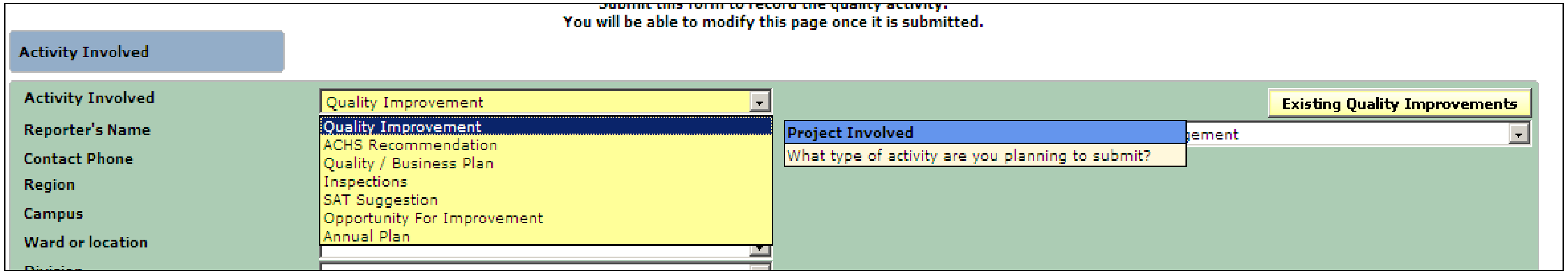
2. Accessing RiskmanQ

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



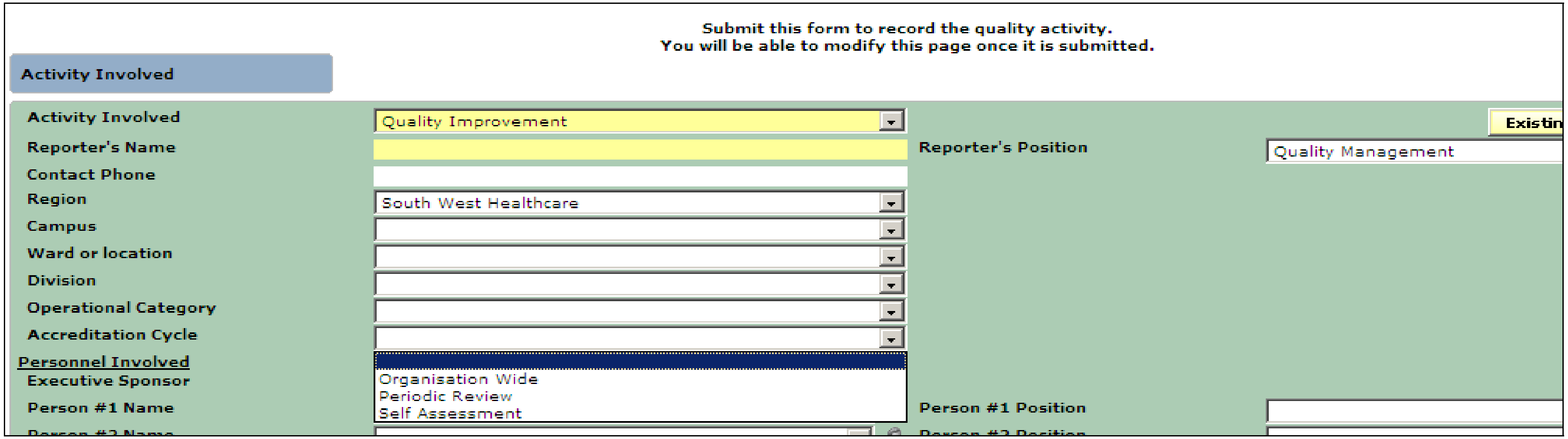
3. Activity Involved

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?



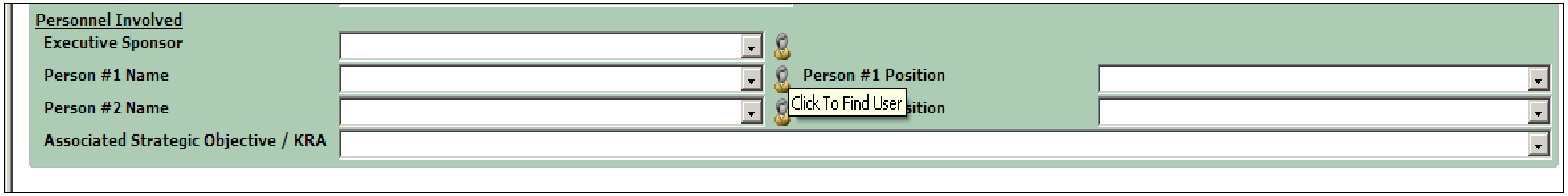
b) You then need to identify who the reporter is for this activity and their position.

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.



c) Identify the personnel involved. You can place the staff member's names in these boxes by:-

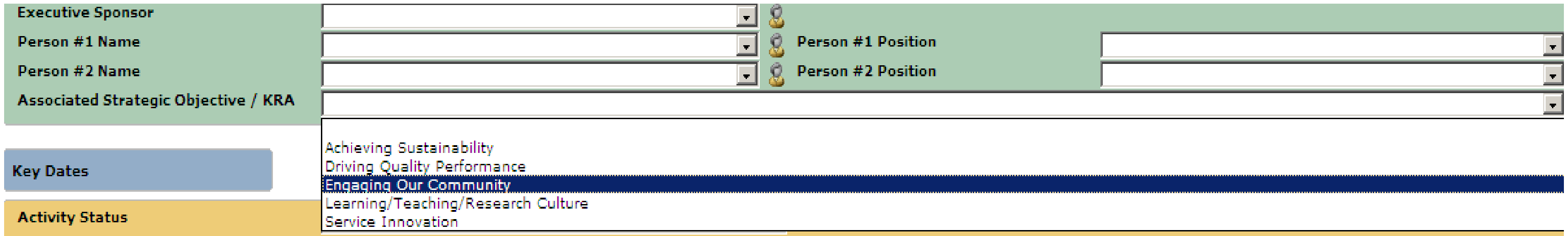
-Clicking on the person logo beside the data field you wish to add the name to



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

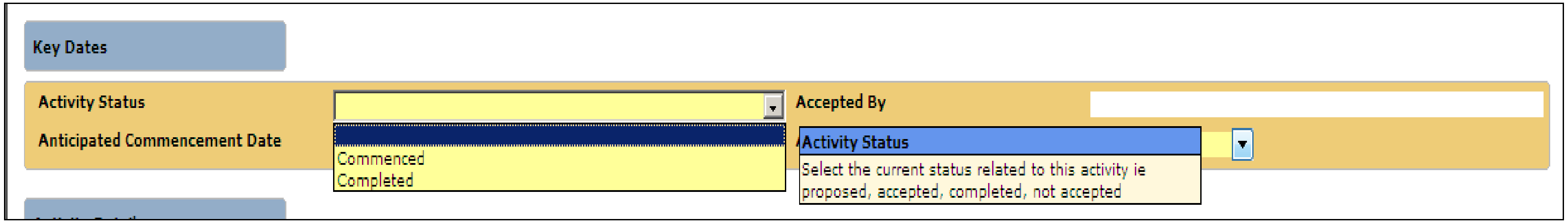
- Then choose the person from the list that appears of all staff with the same name. This name will then be placed into the required field automatically

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



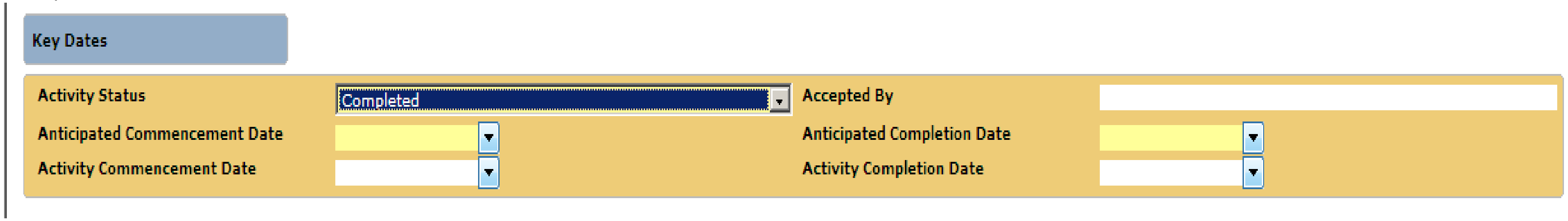
4. Key Dates

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



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



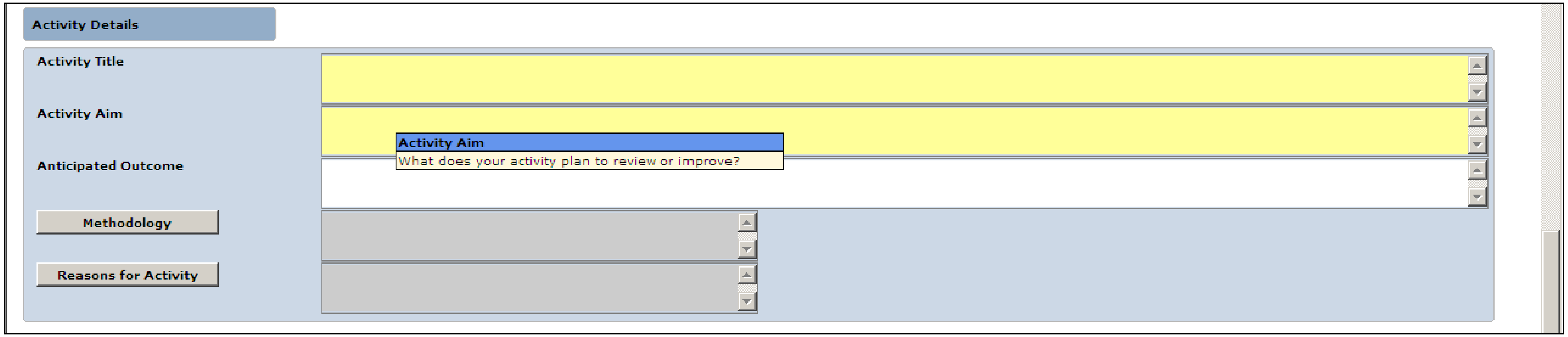
d) The activity must be "Accepted By" the Manager of the department involved to ensure they are aware of the activity and its results / progress.

5. Activity Details

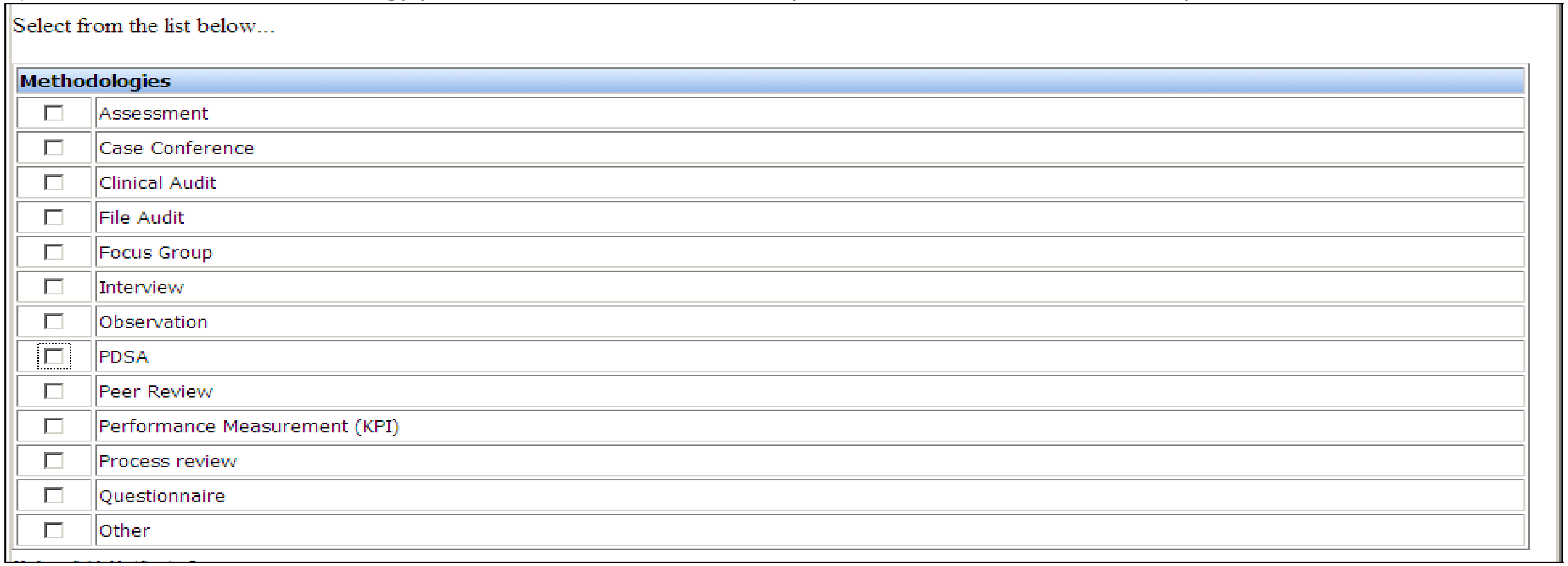
a) Give the activity a title that clarifies exactly what the topic of the activity is e.g. Evaluation of the completion rate of the falls risk screen tool

b) 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

c) 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.

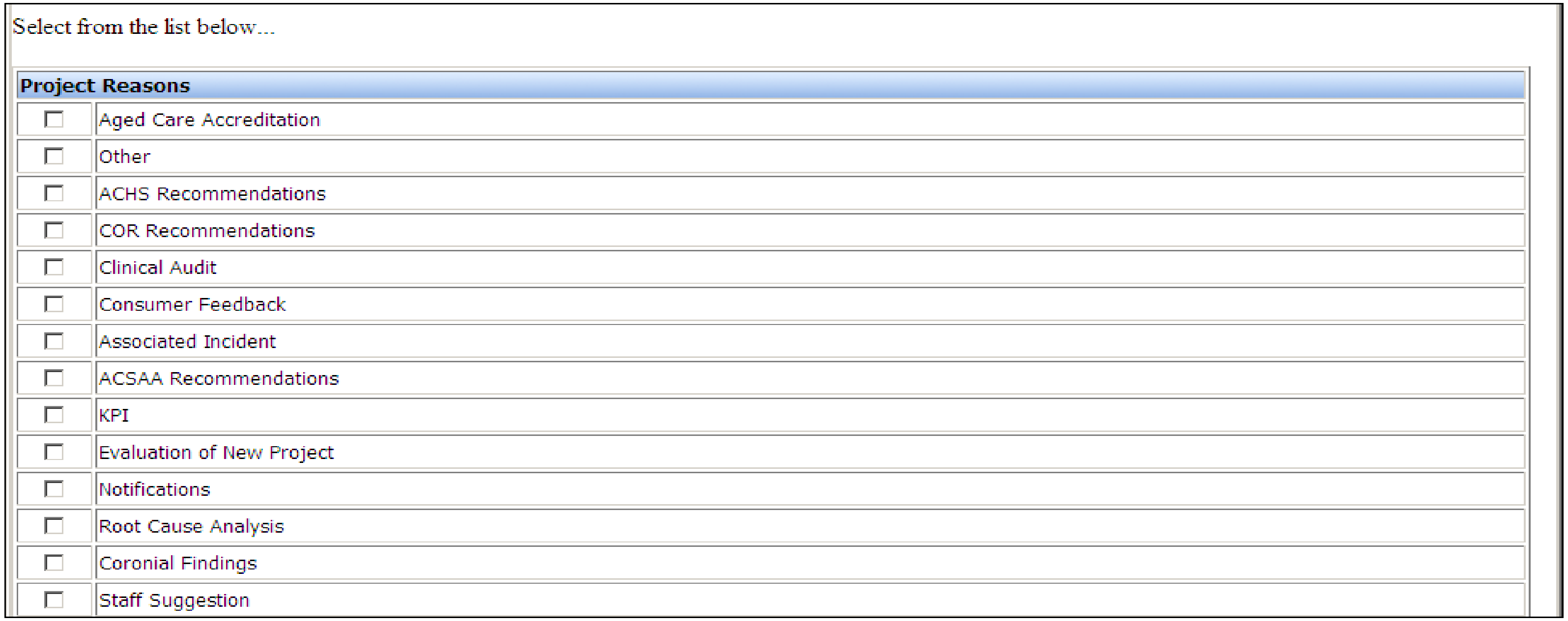


d) Demonstrate what methodology you will use to collect data. Will you audit files/ observe staff/ carry out assessments on staff knowledge?


Select from the list below...

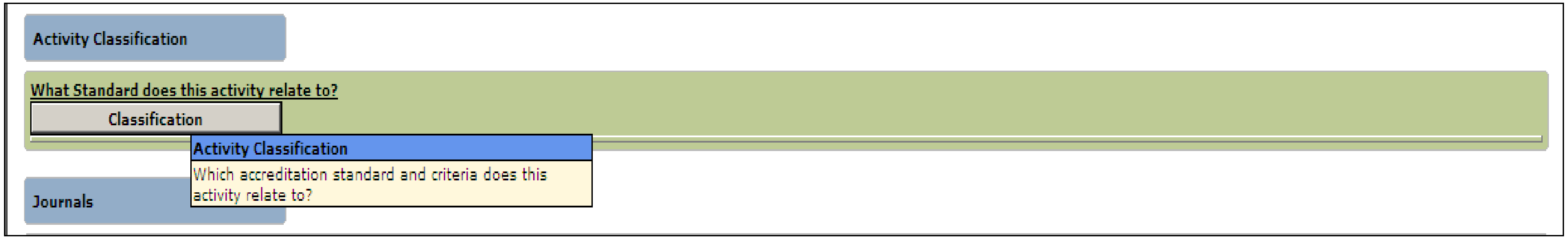
	Methodologies
☐	Assessment
☐	Case Conference
☐	Clinical Audit
☐	File Audit
☐	Focus Group
☐	Interview
☐	Observation
☐	PDSA
☐	Peer Review
☐	Performance Measurement (KPI)
☐	Process review
☐	Questionnaire
☐	Other

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



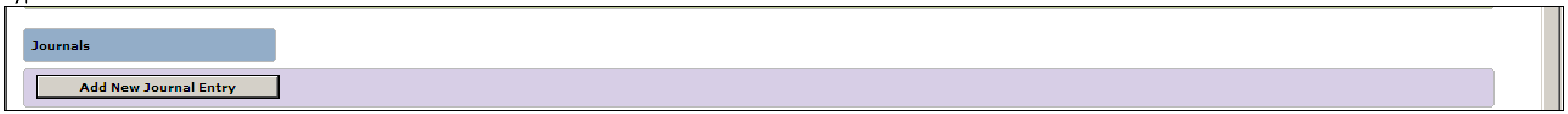
6. Activity Classification

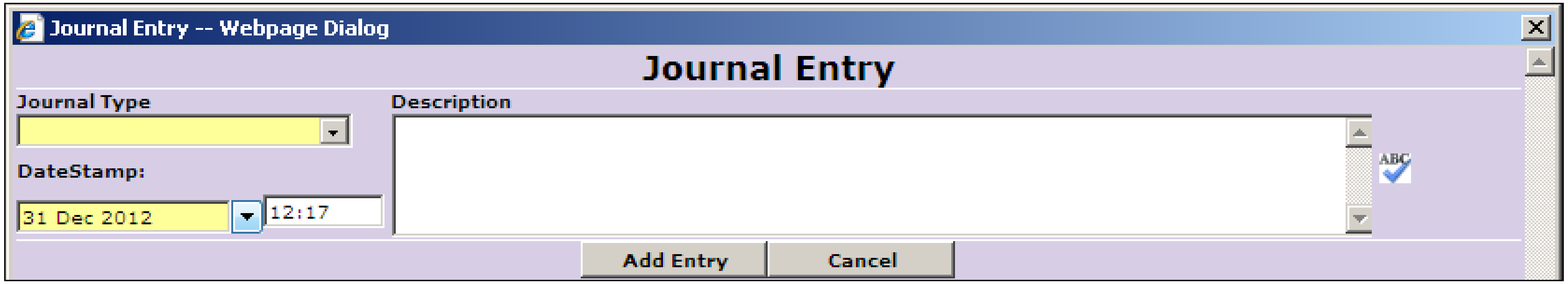
This section allows you to identify any accreditation standard the activity may be related to. A drop down list appears when you click on “Classification”



7. Journals

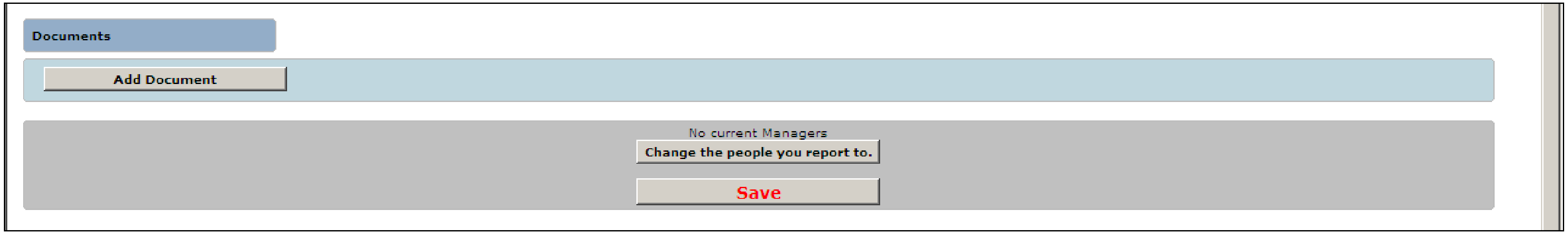
In Journals you are able to add any comments or detail you wish. Click on the Add New Journal Entry box and a Journal Entry screen will appear; you can type free text into this.



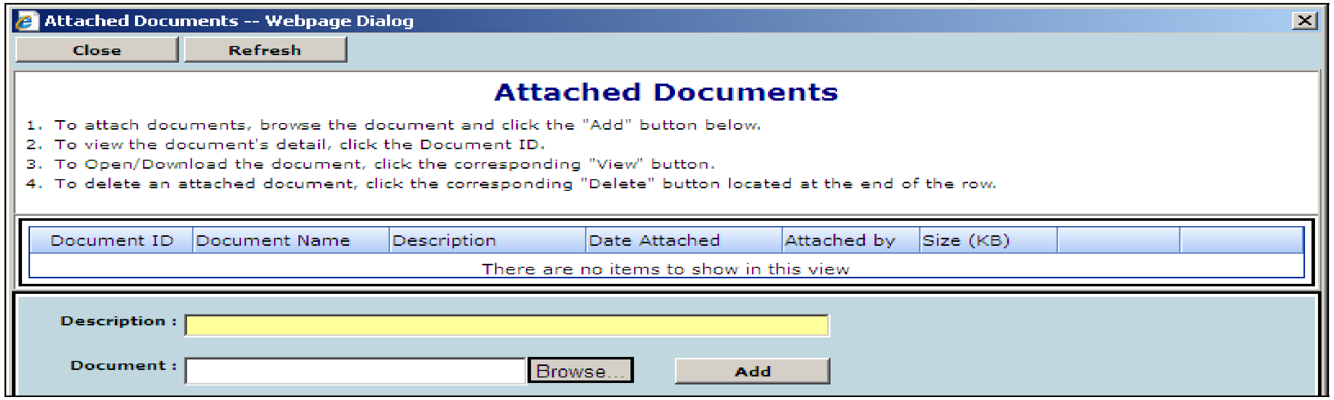


8. Documents

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.