

GUIDE TO ADVERSE EVENTS MODULE ON TOMCAT

**How to add adverse events for patients onto the Tomcat
and generate reports**

Author: Elizabeth Leonard
Date: June 2008

Revised : Sally Bryan
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The adverse events module has been developed to replace the paper critical incident reports for patients with an electronic record. It does not have a facility to record incidents for staff or visitors.

Tomcat is accessed and the patient default page opens. For the patient you want to add the adverse event to select using name or hospital number.

Once in the patient's screen, select Adverse Events Log in the grey left hand margin.

Details for Mr Percy Weasley (mdm003)

File View About

Save Cancel Links PAS Update Pacing Liaison New Procedure Open Clinical Report UnLink Delete Close

Patient - Procedures

Hospital No. mdm003 Address The Burrow

Title Mr

Surname Weasley

Forename Percy

DOB 23/07/1998 Age 9 mths 10

Gest Age 37 weeks Postcode zz1 ab1

Home Tel Work Tel

Mobile Tel

Gender ☒ Male ☐ Female ☐ Unknown GP Tel

Procedure List

Status	Procedure	Waiting List Date	Procedure Date	Information
Waiting	Paediatric Cardiac Surgery	08/02/2008		
Booked	Paediatric Cardiac Surgery	25/07/2007	25/07/2007	
Reported	MDM Case JCC		08/02/2008	
✓ Authorised	Paediatric Echo	25/07/2007	25/07/2007	
✓ Authorised	New Outpatient	25/07/2007	25/07/2007	
✓ Authorised	Paediatric Echo			
✓ Authorised	Cardiac inpatient prep			
✓ Authorised	MDM Case JCC		25/07/2007	
✓ Authorised	MDM Case JCC		25/07/2007	

Unconfirmed Reported Overdue

Report Output History

None

Appointment History

Date	Action	Details	User
06/03/2008	Placed on waiting list	Waiting List 08/02/2008	Liz Leonard

Pacemaker

Clicking on the Adverse Event Log will open up the following screen to enable you to add details of the event. The system of adding is mainly through a dropdown menu selection of different events. Take time to read through the options as the selection is very comprehensive.

You will see as well as there being an add facility, there are buttons that will enable you to edit, delete and print the report as well.

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Patient - Adverse events log

Hospital No. mdm003 Address The Burrow

Title Mr

Surname Weasley

Forename Percy

DOB 23/07/1998 Age 8 mths 10

Gest Age 37 weeks

Home Tel

Mobile Tel

Postcode zz1 ab1

Work Tel

Gender

☐ Male ☐ Female ☐ Unknown

GP

Tel

Adverse events log

Add Edit Delete Report

Event date	Event time	Recorded by	Status	Closed by	Date closed	Delete reason

Nominated reviewers

Actual reviewers

Pacemaker

To start adding information click on **Add**

Adverse events log

Add Edit Delete Report

Event date	Event time

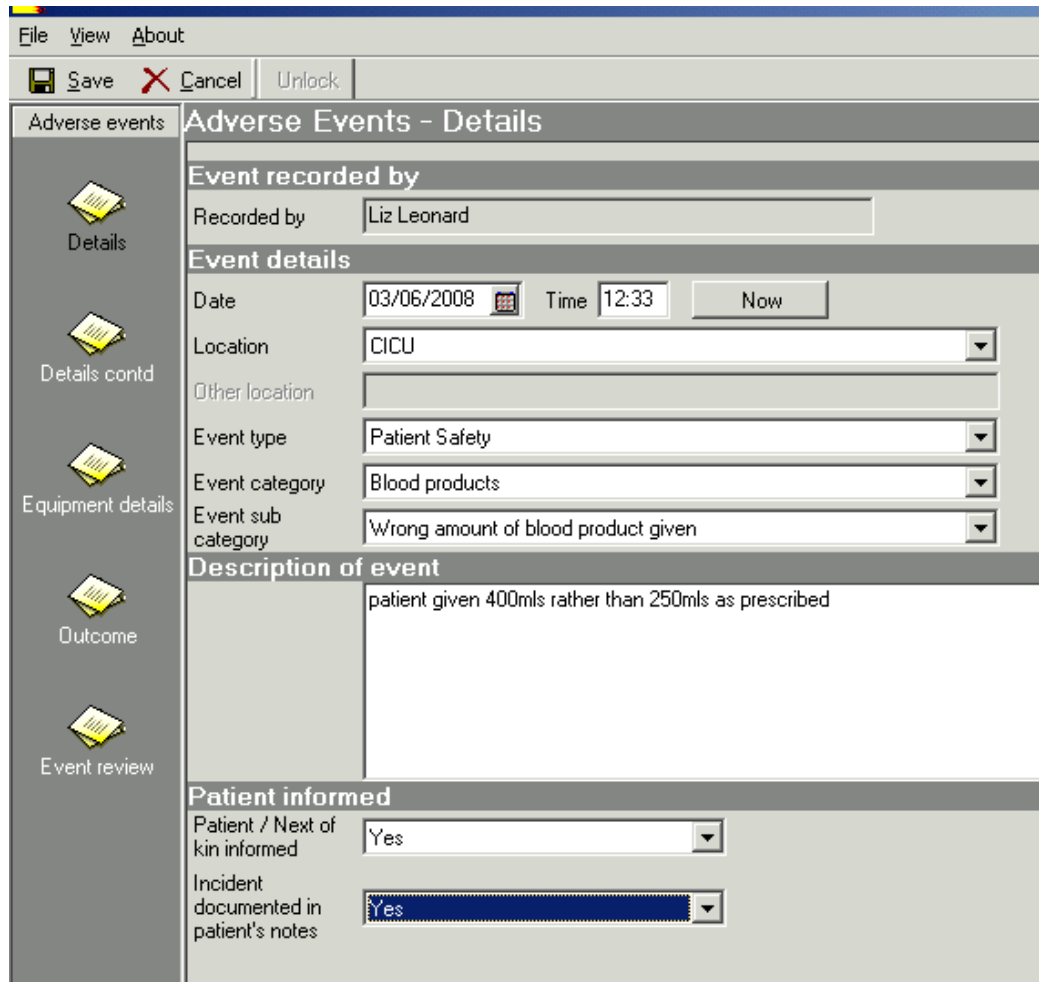
Add will open screens to complete for the adverse event:

- Details
- Details continued
- Equipment details
- Outcome
- Event Review

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Details screen is pretty self explanatory to fill in – the majority being filled by dropdown menus with one free text box



File View About

Save Cancel Unlock

Adverse events

Adverse Events - Details

Event recorded by

Recorded by Liz Leonard

Event details

Date 03/06/2008 Time 12:33 Now

Location CICU

Other location

Event type Patient Safety

Event category Blood products

Event sub category Wrong amount of blood product given

Description of event

patient given 400mls rather than 250mls as prescribed

Patient informed

Patient / Next of kin informed Yes

Incident documented in patient's notes Yes

Note that clicking **Now** will automatically fill in the date and time. There are other options for event type but at present we are only filling in **patient safety**. Whichever **Event category** is chosen will bring down a different **Event sub category**.

Give a description of the incident and any contributing factors i.e. why you think the incident occurred.

Filling in the Tomcat Adverse Event Log does not stop the necessity to document the incident in the patient notes.

Once **Details** complete, click on **Details continued** in the grey margin to open the following screen.

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Adverse Events

File View About

Save Cancel Unlock Close

Adverse events

Adverse Events - Details contd

Research

Was the incident related to a research study? [dropdown]

Medication details

Was medication involved in this incident? [dropdown]

Stage [greyed out dropdown]

Medication error type [greyed out dropdown]

Drug error analysis tool

Was the drug error analysis tool used? [dropdown]

Any other relevant contact details

[Large text area]

start | Novell-delivered... | 2 Citrix ICA Cl... | 2 Excel for ... | GUIDE TO ADVE... | untitled - Paint | Novell GroupWis... | 12:53

Research yes or no

Medication details if yes is selected the greyed out menus for Stage and Medication error type are activated.

If there was a medication error make a note of the name of the drug in the box for 'Any other relevant contact details'

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Again, there is a free text box on this page if the menu choice is not sufficient.

Once screen completed go to **Equipment details** and click to open.

This has to be filled in even if 'No'

'Yes' opens up greyed out options to be completed if equipment involved in the incident.

All the information on the equipment needs to be recorded. The free text box for **Biomed instructions** will include any instruction attached to the machine and any service details.

After **Equipment details** completed, go to **Outcome** and click to open screen.

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Adverse Events

File View About

Save Cancel Unlock

Adverse events

Adverse Events - Outcome

Adverse outcome

Potential (adverse) outcome: [Dropdown menu]

Actual (adverse) outcome: [Dropdown menu]

Severity: [Dropdown menu]

Likelihood of recurrence: [Dropdown menu]

Grade: [Text box]

Results: [Dropdown menu]

Action taken or proposed at time of incident

Impact of event (harm to patient / organisation etc)

Potential (adverse) outcome and Actual (adverse) outcome menus have same grades of outcome and the box below gives a definition of the grade. Severity will become 'potential severity' in next version. There are two free text boxes for action taken and impact of event.

Once screen complete go to **Event review** to open next screen.

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Adverse Events

File View About

Save Cancel Unlock

Adverse events

Adverse Events - Event review

Nominated reviewers

Select

Nominated reviewers

Actual reviewers

Select

Actual reviewers

Lessons learned from this incident

Event status

Awaiting further info ☐

Pending review ☐

Under review ☐

Completed ☐

Deleted ☐ Delete reason

Other

Reviewed and closed by

Closed by on

Details

Details contd

Equipment details

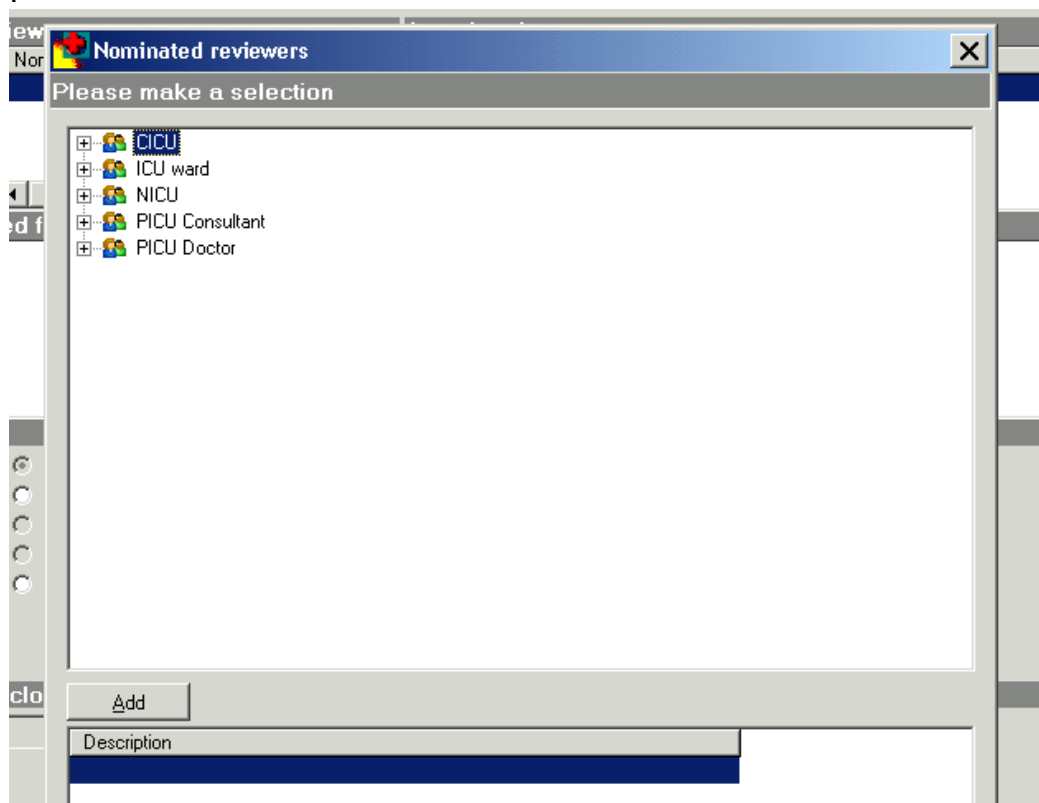
Outcome

Event review

Nominated reviewers are selected from a list by unit

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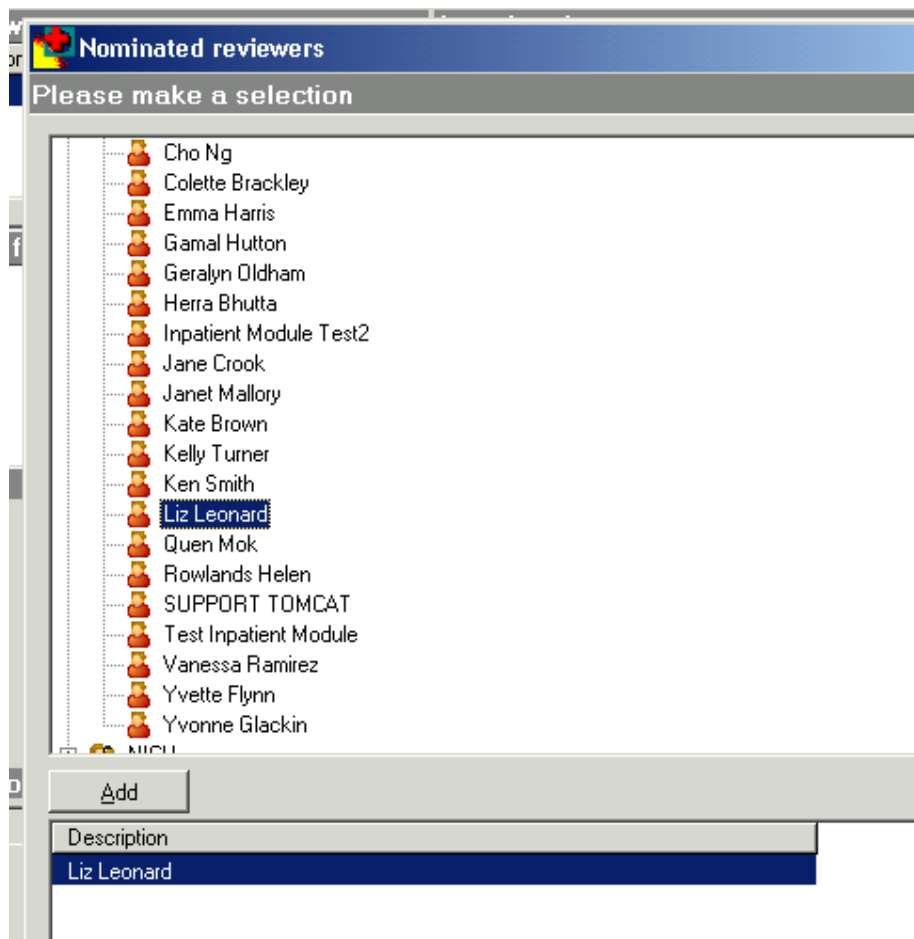
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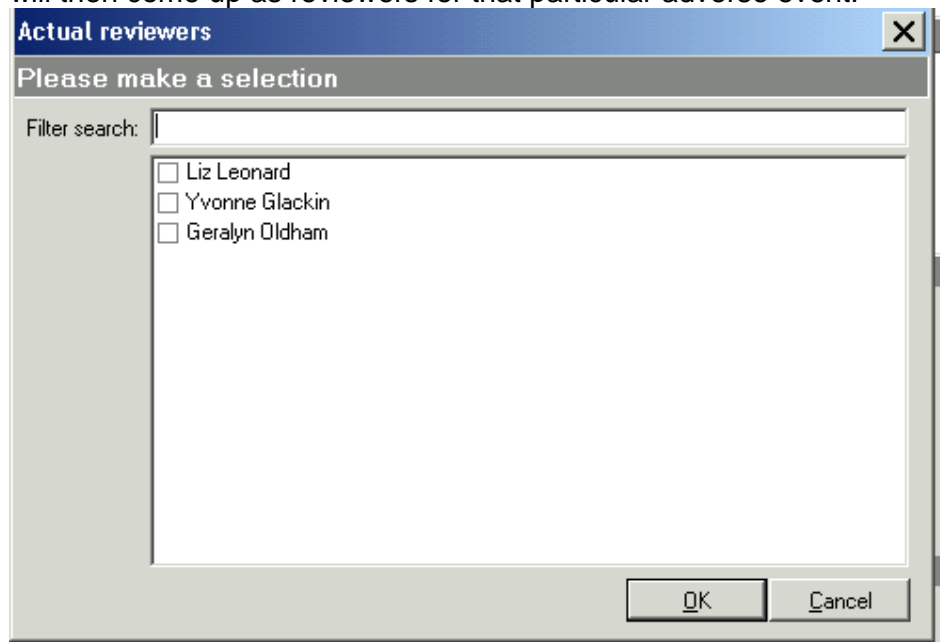
And then by surname. Note most nurses are just put down as 'icu ward' rather than a specific area.

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Select staff member to review and double click on name to add to list. Names will then come up as reviewers for that particular adverse event.



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Actual reviewers then chosen from that list. May be the same people as original nominated reviewers. Just tick box to add their names. Remember only an actual reviewer can fill in the event status when they are themselves logged on to Tomcat (security issue).

There is a free text box for lessons learned and the impact of the event. If the incident is now finished you can highlight **Completed** and the date it was Reviewed and closed by is entered. Please enter any recommendations panned to minimise/ prevent repeat incidents.

Save and close to bring you back to the first screen where a report can be printed off and sent to Patient Safety in place of a handwritten report.

Adverse events log lists incidents by date which have affected the patient during their hospital stay.

Add	Event date	Event time	Recorded by	Status	Closed by	Date closed	Delete re
Edit	03/06/2008	14:37	Liz Leonard	Completed	Liz Leonard	03/06/2008	
Delete							
Report							

To print the report, just click on report to get a readable version of the incident on screen or printed off as a copy.

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If you need any help completed the Adverse Events Log or would like some guidance please contact Tomcat on 0283 or bleep 0953.

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