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
Date: June 2009

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.

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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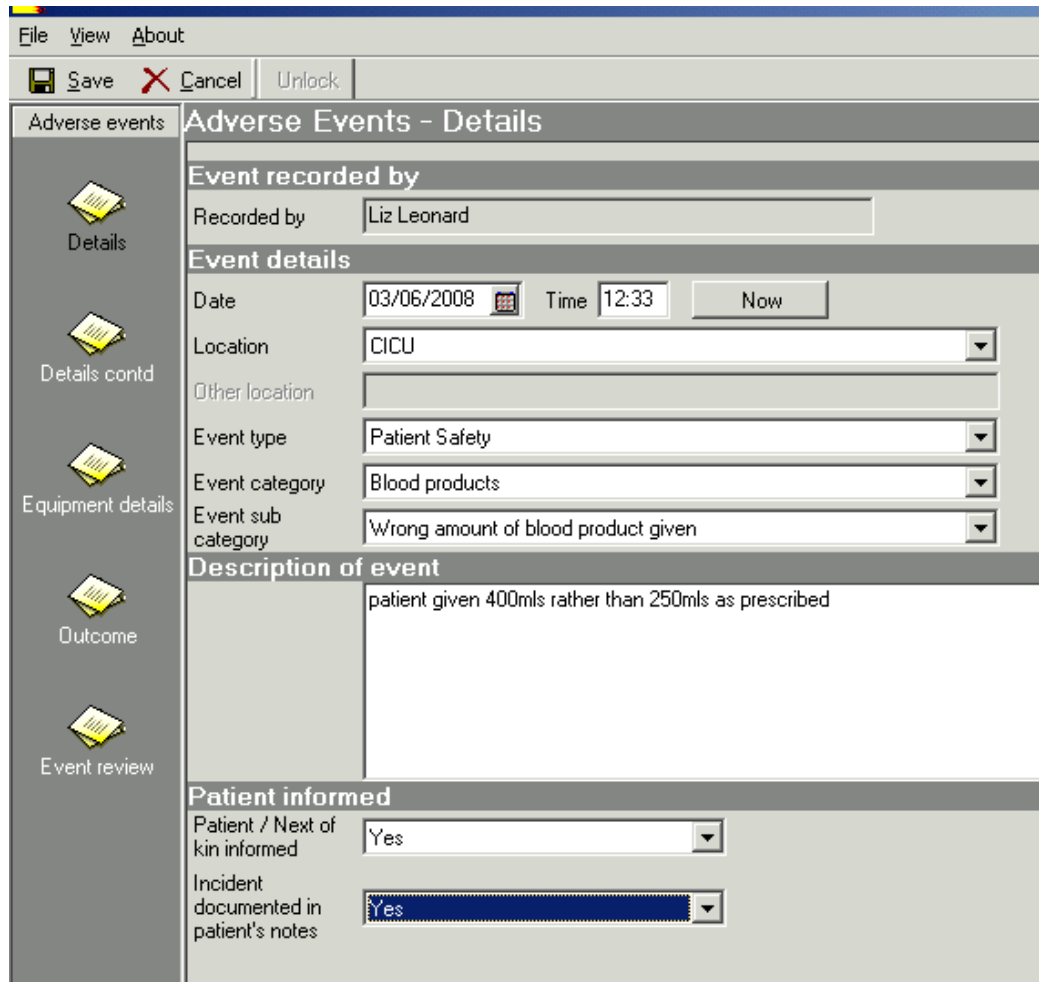To start adding information click on **Add**

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

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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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 included 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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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.
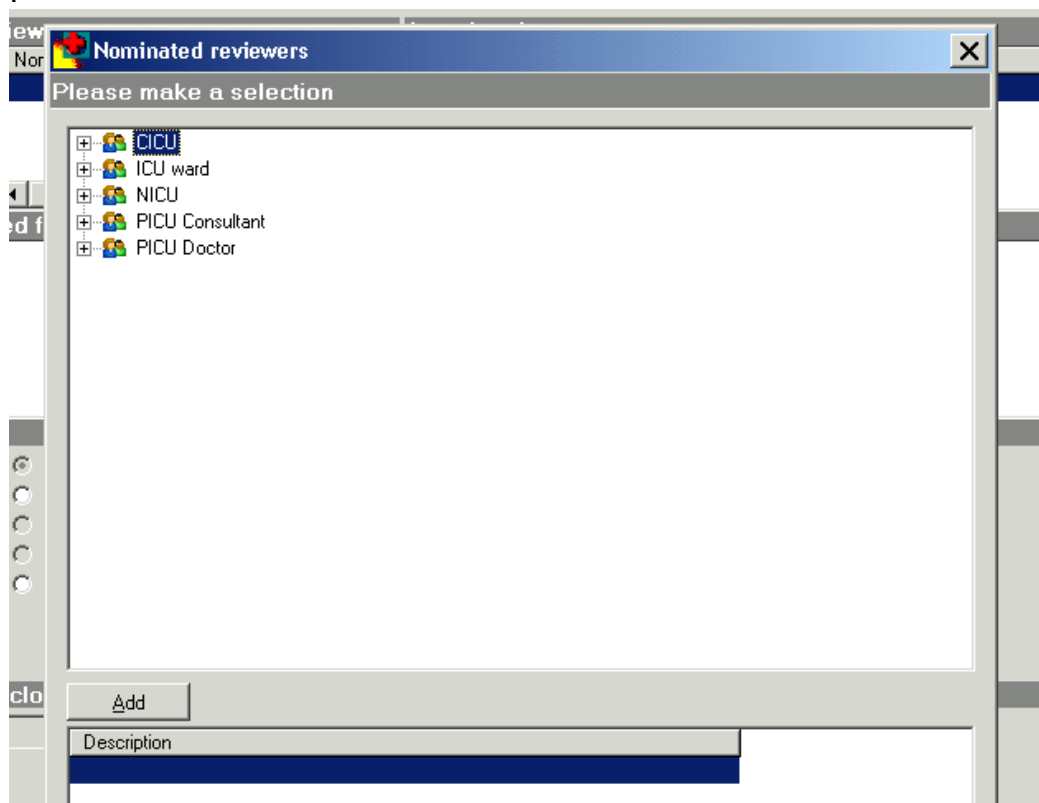
Nominated reviewers are selected from a list by unit
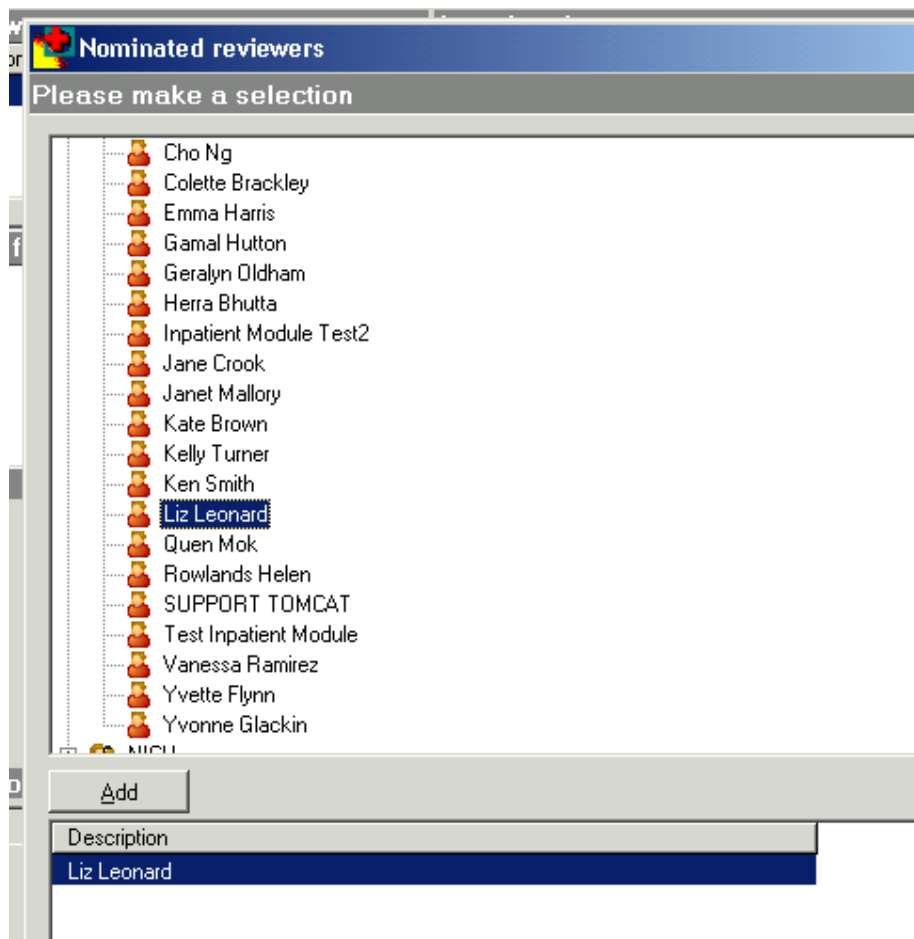
Author: Elizabeth Leonard
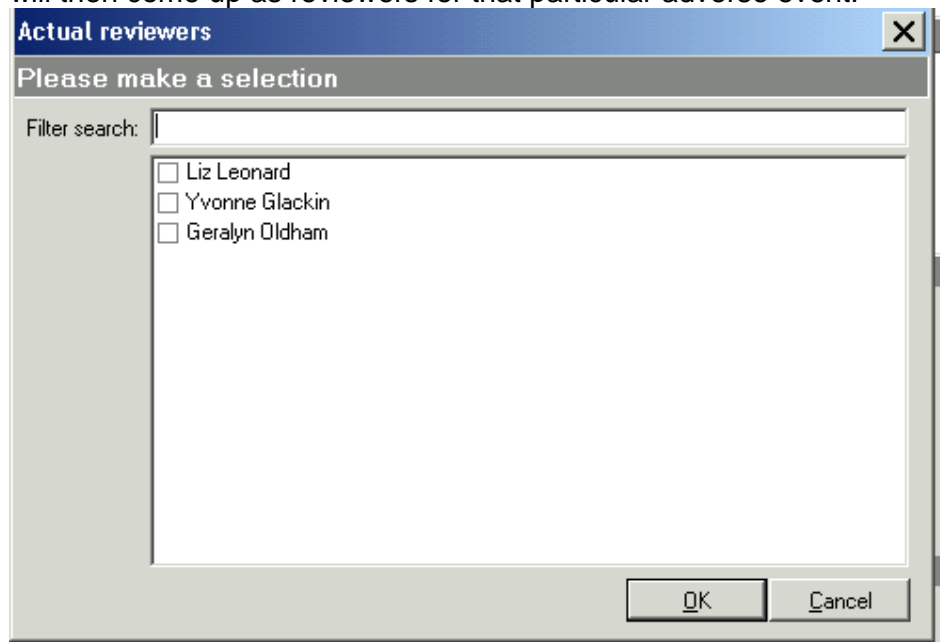Date:June 2008

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

Nominated reviewers
Please make a selection

- Cho Ng
- Colette Brackley
- Emma Harris
- Gamal Hutton
- Geralyn Oldham
- Herra Bhutta
- Inpatient Module Test2
- Jane Crook
- Janet Mallory
- Kate Brown
- Kelly Turner
- Ken Smith
- Liz Leonard
- Quen Mok
- Rowlands Helen
- SUPPORT TOMCAT
- Test Inpatient Module
- Vanessa Ramirez
- Yvette Flynn
- Yvonne Glackin
- NICU

Add

Description
Liz Leonard

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.

Actual reviewers
Please make a selection

Filter search: [   ]

- ☐ Liz Leonard
- ☐ Yvonne Glackin
- ☐ Geralyn Oldham

OK   Cancel

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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.

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.