

Doctors - 2020 Accreditation Checklist

SAFE means that ...

- You know how to report a clinical, non-clinical or OH&S incident (RISKMAN)
- You know how to find a policy, procedure or guideline (PROMPT)
- You follow the 5 moments of hand hygiene
- Your registration and any other credentials are current and your mandatory training and department specific training is up to date
- You know about the Antimicrobial Stewardship program
- You know how to access appropriate medicines information in clinical areas
- You use 3 patient identifiers prior to any invasive procedures or treatments
- You record and check patients allergies, ADR's and clinical alerts
- You complete VTE risk assessments and document
- You attend Morbidity and Mortality meetings and contribute to shared learnings
- You have an annual influenza vaccination or complete a declination form
- You know what to do in the event of an exposure injury (needle stick injury/eye splash)
- Informed Consent is obtained and documented for invasive treatments, blood administration, procedures or surgery
- You are aware of Monash Health's Occupational Violence and Aggression (OVA) Strategy.
- You are aware of the Clinical Incident Management procedure
- You participate in **Time Out** prior to commencement of invasive procedures

TIMELY means that...

- You involve the patient / family / carer in the planning of care
- Reassessment and changes to care plans are communicated and documented in a timely manner
- You document 'Chief complaint/diagnosis' in the medical record each encounter
- You know about asking patients about their Goals of Care and documenting these within 24hours of admission.
- A list of current medicines including reasons for changes is available to the receiving clinician during clinical handover and on discharge
- Discharge summaries are completed by the time of discharge, or within 48 hours
- The patient/carer or family member is provided with, and understands, discharge information (verbal and written) prior to discharge.

Doctors - 2020 Accreditation Checklist

- You know how to respond when a patient's deterioration is escalated to you. You know how to further escalate concerns.
- There is an agreed process utilised for **clinical handover** by medical staff for every change of shift

EFFECTIVE means that...

- You have participated in an orientation program at Monash Health and within your area of work
- You have a position description that outlines your role
- Senior medical staff: You work within your defined scope of clinical practice as defined by Monash Health
- Junior Medical staff: You are supervised (commensurate with their level of skill and experience) in and after hours
- You've had a **Give Me Five** performance discussion with your manager in the last 12 months
- You attend and contribute to unit meetings and ward rounds
- You are aware of and can explain why it is important to review and audit clinical processes, documentation, incidents and complaints in order to learn and improve.
- Handover, utilising ISBAR, is provided for every change of clinician and patient transfer, and concludes with clear transfer of accountability

PERSON-CENTRED means that ...

- You introduce yourself and your role every time you interact with a patient / carer ... "hello my name is..."
- You respect diversity and provide culturally appropriate and sensitive care
- You are aware of patient **Rights and Responsibilities**. Staff know how to access brochures in languages other than English as required.
- You involve the patient / carer in their care and you document this in the health record
- You provide information to the patient / carer that is easy for them to understand so that options are clear and decision making is shared
- You involve the patient / carer during handover / during the ward round whenever possible
- Patients are informed when providing consent for treatment or procedures
- You use interpreters when required
- You know how to respond when patients, carers or visitors provide feedback/make a complaint
- You provide information about medications prescribed and check the patient / carer understands it
- You are aware of the Goals of Care process and Monash Health Advance Care Planning program
- You are aware of Monash Health strategies in addressing the needs of Aboriginal and Torres Strait Islander people

For further information, please contact Rachel Vogelsang at Rachel.vogelsang@monashhealth.org
Quality Manager Standards, Audits, PROMPTS