


Name of Policy: <u>Patient safety risk analysis</u> Policy Number: 3364-171-01-11 Department: Sleep Disorders Approving Officer: Senior Hospital Administrator Responsible Agent: Director, Sleep Disorders Scope: The University of Toledo Medical Center Pulmonary Services Department	 Effective Date: 03/17/2023 Initial Effective Date: 03/17/2023
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

All staff are responsible for a safe environment in the Sleep Lab

(B) Purpose of Policy

To provide for a safe environment for our patients, visitors, and staff.

(C) Procedure

1. An annual Risk Analysis will be performed to identify areas that pose a risk.
 - a. The analysis will be performed by the Director or Associate Director and manager of the Sleep Lab. This process will be performed during the first quarter of the year.
 - b. Any events resulting in the following will be reviewed for cause and future prevention:
 - Patient or staff death
 - Permanent loss of function of a body part by a patient or staff
 - Patient or staff admittance to the hospital
 - Activation of an emergency medical response (e.g., calling the Rapid Response Team (RRT) or Code Blue team)
 - Physical or sexual assault of a patient or staff or allegations of such event
 - Release of a minor or adult lacking capacity or competency to an unauthorized individual
 - Elopement of a patient
 - Complications arising from the effects of hypnotics used for the purpose of sleep testing
 - Any event required by the applicable jurisdiction to be reported to a government agency
 - c. This assessment will be updated every 5 years.

Approved by:	Review/Revision Date: 03/23
<u>/s/</u> Michael Taylor Director, Pulmonary Services	<u>03/20/2023</u> Date
<u>/s/</u> Andre Aguilon, M.D. Medical Director	<u>03/19/2023</u> Date
<u>/s/</u> Russell Smith Senior Hospital Administrator	<u>03/20/2023</u> Date
<i>Review/Revision Completed By:</i> <i>Director, Sleep Disorders Center</i>	Next Review Date: 03/26
Policies Superseded by This Policy:	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.