ALBERTA HEALTH SERVICES

Ongoing Management Checklist

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Ongoing Management Checklist

All of these steps should be considered for Clinically Serious Adverse Events

Case description of the event

Accountable Leader – Individual with ultimate accountability to manage/lead this event

Name: 

Ensure that applicable steps in the immediate management algorithm have been undertaken (R.E.S.P.O.N.D.)

(see Appendix “A” Alberta Health Services Immediate and Ongoing Management algorithm)

Note issues arising/follow-up required

Ensure completion of an Urgent Notification to an Emerging Issue form

Single point of contact: Patient/Family: 

AHS Contact: 

Name of Ongoing Disclosure contact

Others to Inform?

Internal Notification

External Notification

Other

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Mandated Legislation Reporting, Protection of Persons in Care Act

Internal Notification

External Notification

Other

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Confirm if there is a need for ongoing support:

a. Patient / Family

b. Staff and Medical Staff

Timeline Completed

What type of evaluation is required?

a. Quality Assurance Review under Section 9 of the Alberta Evidence Act?

If yes, name of assigned Quality Assurance Committee/Chair

b. Other review? (e.g., administrative review, local process improvement, case review for educational purposes, quality improvement project, Patient Concern Resolution Process)

If yes, type of review and responsible lead

Notes