

Navigating RL6

Navigate RL6 by using the *Toolbar* that appears on the left side of the page. Access and ability to perform certain actions is determined by the security settings assigned to your user profile.



**Info Center** - Displays search results, tasks, alerts, bookmarks, links to reports, and submitted files.



**Alert Notifications** - Displays alert notifications that you can open, acknowledge, or postpone.



**Tasks** - Displays your incomplete, completed and overdue tasks.



**Search** - Displays the Search page to view, open, and work with event files.



**Icon Wall** – Displays links to event forms. Click the icon that represents the event type to submit an event form.



**Folder Management** - allows you to create new folders, view existing folder properties and delete folders that are no longer required.



**Report Centre** – View and generate reports

Submitting an event form

1. On the **Icon Wall** page, click the appropriate icon to open an event form.  
**OR**  
Select the event type from the list below the icons.

**Note:**

- Use the left and right arrows to view additional icons.
- Place your mouse pointer on an icon to view a description of the event form.

2. On the event form, you must complete all mandatory fields marked with a green asterisk ( \* ).

Provide as much additional detail as possible.

**Note:**

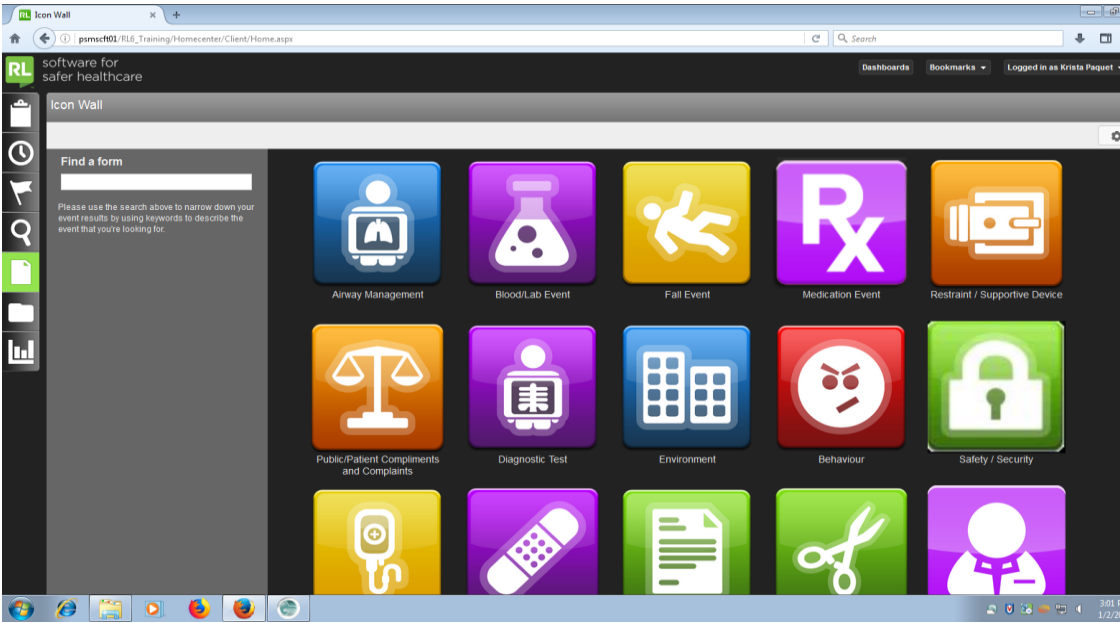
- The **Status** box on the right side of the event form identifies your progress.
- The **Contents** box on the right side of the event form provides links to the different parts of the event form.

3. To save your file and complete it at a later date, click **More Actions** and select **Save as Incomplete**.

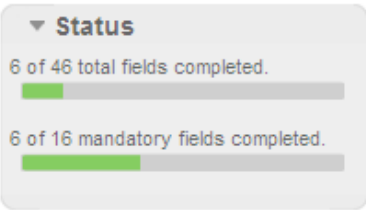
Your event form is saved and can be viewed in your **Info Center**.

4. To submit your form, click **Submit**.

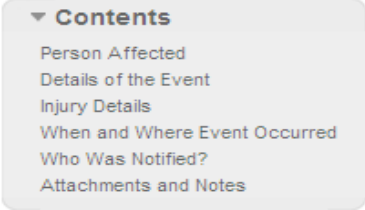
A **Submit File** confirmation window appears to confirm submission. If you have not completed all mandatory fields, a pop up window will identify incomplete required fields.



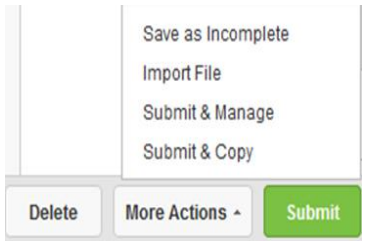
RL6 Icon Wall - Click on icon picture to open form or search under **Find a Form**.



**Status** – Total number of fields complete and number of mandatory fields complete.



**Contents** – Provides links to sections of the event form.



**Save as Incomplete** – Saves your event form to complete later. Locate a saved event form in the Info Center.

**Submit & Manage** – Submits event form and opens up to file management page for file managers to do their work done on file.


**Submit & Copy** – Submit event form and create a new one with same details (used for events involving more than one person or more than one event).

**Submit** – Submits event form for review.

**Delete** – Cancels the event form.


## Icon Wall

To submit an event, click the appropriate icon on the Icon Wall. Use the following icon descriptions and examples to select the best event form for the event that occurred.




**Medical Device Problem**

- Hospital bed malfunction
- Syringes, catheters
- Infusion pumps
- Pace makers, defibrillators




**Choking/Airway Management**

- Obstructed airway/choking
- Accidental or self extubation
- Equipment failure




**Diagnostic Test**

- Result validity issue
- Delayed critical result
- Incorrectly performed test
- Wrong patient/resident




**Environment**

- Blocked/obstructed hallway
- Elevator malfunction
- Facility grounds issue
- Spill




**Care Management**

- Admission issues
- Discharge issues
- Transfer issues
- Allergy issues



**Fall**

- Fall from bed
- Fall in shower/tub
- Fall while walking/ambulating




**ID/Documentation/Consent**

- Consent issue
- ID issue
- DNR designation issue
- Legal guardian papers not in chart/record




**Infection Control**

- Break in sterile technique
- Exposure to communicable disease
- Failure to isolate
- Break sterile technique




**Blood/Lab Event**

- ID/specimen mismatch
- Destroyed specimen
- Lost results
- Wrong blood type
- Inventory issue




**Line/Tube**

- Line/tube disconnected
- Suspected/diagnosed perforation
- Localized reaction
- Wrong size inserted



**Maternal/Childbirth**

- Birth trauma
- Cord prolapse
- Neonatal death
- Post-partum hemorrhage
- Undiagnosed breech



**Medication**

- Adverse drug reaction
- Allergic reaction
- Extra dose/duplication
- Wrong medication
- Refusal of medication




**Restraint / Supportive device**

- Manual restraint
- Positioning/supportive device
- Seclusion/24 hr room
- NVCI



**Safety/Security**

- Theft
- Unauthorized smoking
- Property damage
- Visitor policy issue




**Privacy Breach**

- Loss of personal information
- Theft of equipment containing personal info
- Unauthorized disposal




**Skin/Tissue**

- Abrasion
- Blister
- Burn
- Skin tear
- Ulcer




**Surgery/Procedure**

- Count discrepancy
- Wrong procedure
- Break in sterile technique
- Equipment issue
- Delayed procedure




**Behaviour/Conduct**

- Abuse/assault - verbal, physical or sexual
- Threat of violence
- Disorderly person
- Suicide




**Vascular Access Device (device that enters the vascular system)**

- Infiltration/extravasation
- Occlusion
- Phlebitis




**Cancer Technical Variance (Cancer Treatment Center)**

- Documentation
- Planning
- Simulation/Mould Room
- Treatment



**Employee Event**

- Strain/sprain
- Needle stick
- Assault
- Protective behavior
- Exposure to infection



**Affiliate (not a patient or Health PEI employee)**

- Strain/sprain
- Needle stick
- Assault
- Exposure to infection



**Complaints and Compliments**

- Public Compliments
- Public Complaints