

# Departmental activity resources

Sue Robinson and Ruth Brown



## Introduction

In the busy and high-pressure environment of an ED it is difficult to create time and space to think about safety. The College has provided a number of resources that support a structured approach to safety (including the whole toolkit)

## Purpose

To provide templates and resources to allow a structured approach to safety

Objective 1	Action	Evidence and Resources
<b>To document safety activity in the department</b>	Departmental safety meetings, agendas, minutes, TOR	<b>College of Emergency Medicine, Clinical governance and patient safety groups</b> <a href="http://www.collemergencymed.ac.uk/Shop-Floor/Safer Care/Safety in your ED/Clinical governance and patient safety groups">http://www.collemergencymed.ac.uk/Shop-Floor/Safer Care/Safety in your ED/Clinical governance and patient safety groups</a>
Objective 2	Action	Evidence and Resources
<b>Clinical leadership for safety</b>	The role of the safety lead	<b>College of Emergency Medicine, Safety Leads</b> <a href="http://www.collemergencymed.ac.uk/Shop-Floor/Safer Care/Safety in your ED/Safety Leads">http://www.collemergencymed.ac.uk/Shop-Floor/Safer Care/Safety in your ED/Safety Leads</a>  <i>Insights into leadership:</i> <b>National College for School Leadership, Effective Leadership</b> <a href="http://www.inclentrust.org/uploadedbyfck/file/2%20Research%20Methodology%20(Presentations_Monographs_Guidelines)/11/effective%20leadership.pdf">http://www.inclentrust.org/uploadedbyfck/file/2%20Research%20Methodology%20(Presentations_Monographs_Guidelines)/11/effective%20leadership.pdf</a>  <i>Self development for leaders:</i> <b>NHS Institute for Innovation &amp; Improvement, e-Learning The Productive Leader</b> <a href="http://www.institute.nhs.uk/index.php?option=com_joomcart&amp;Itemid=194&amp;main_page=document_product_info&amp;products_id=946&amp;Joomcartid=71dntdl3krluj0oansec8vuhh3">http://www.institute.nhs.uk/index.php?option=com_joomcart&amp;Itemid=194&amp;main_page=document_product_info&amp;products_id=946&amp;Joomcartid=71dntdl3krluj0oansec8vuhh3</a>
Objective 3	Action	Evidence and Resources
<b>Action plan tracking</b>	Action plans have a habit of being inaction plans – some suggestions for making them happen	<i>Root cause analysis action planning tool from NPSA:</i> <b>NHS Patient Safety Resources, Root Cause Analysis</b> <a href="http://www.nrls.npsa.nhs.uk/resources/?entryid45=75425&amp;q=0%c2%acaction+%c2%ac">http://www.nrls.npsa.nhs.uk/resources/?entryid45=75425&amp;q=0%c2%acaction+%c2%ac</a>

<b>Objective 4</b>	<b>Action</b>	<b>Evidence and Resources</b>
<b>continued</b>		<p><i>PDSA tool</i></p> <p><b>NHS Institute for Innovation &amp; Improvement, Plan Do Study Act</b>  <a href="http://www.institute.nhs.uk/quality_and_service_improvement_tools/quality_and_service_improvement_tools/plan_do_study_act.html">http://www.institute.nhs.uk/quality_and_service_improvement_tools/quality_and_service_improvement_tools/plan_do_study_act.html</a></p> <p>Action planning tool:</p> <p><b>NHS Institute for Innovation &amp; Improvement, Action Planning Tool</b>  <a href="http://www.institute.nhs.uk/quality_and_service_improvement_tools/quality_and_service_improvement_tools/action_planning.html">http://www.institute.nhs.uk/quality_and_service_improvement_tools/quality_and_service_improvement_tools/action_planning.html</a></p>
<b>Objective 4</b>	<b>Action</b>	<b>Evidence and Resources</b>
<b>Learning from Francis</b>	Following the Francis report – the College has a range of resources for members including a checklist for directors to use to ensure quality is central to the delivery of care	<p><b>College of Emergency Medicine, Francis Report</b>  <a href="http://www.collemergencymed.ac.uk/Shop-Floor/Safer Care/Safety in your ED/Francis Report">http://www.collemergencymed.ac.uk/Shop-Floor/Safer Care/Safety in your ED/Francis Report</a></p>
<b>Objective 5</b>	<b>Action</b>	<b>Evidence and Resources</b>
<b>Integrating safety into departmental activity</b>	Suggestions for integrating safety into the departmental work	<p><i>The College has developed a checklist of how you can ensure safety is considered at every turn.</i></p> <p><b>College of Emergency Medicine, Integration of Safety Checklist</b>  <a href="https://secure.collemergencymed.ac.uk/code/document.asp?ID=7385">https://secure.collemergencymed.ac.uk/code/document.asp?ID=7385</a></p>