
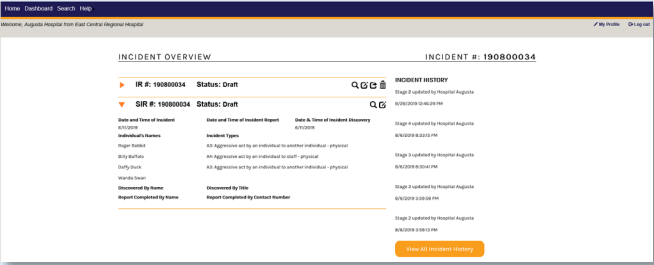



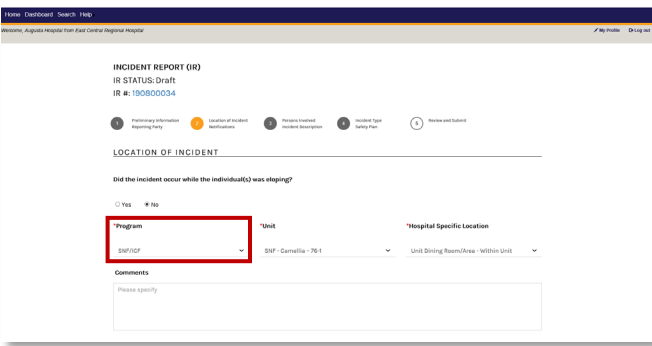
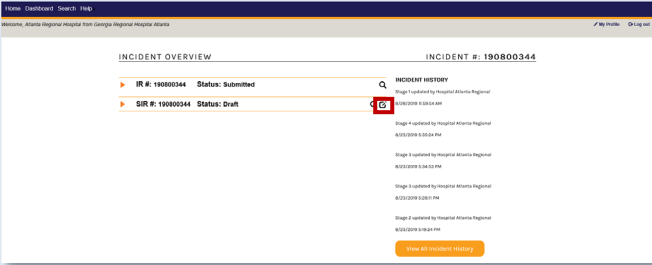

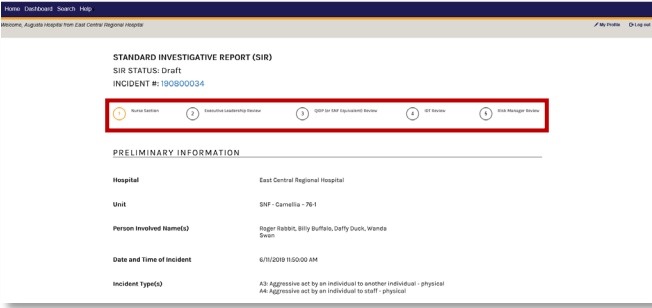



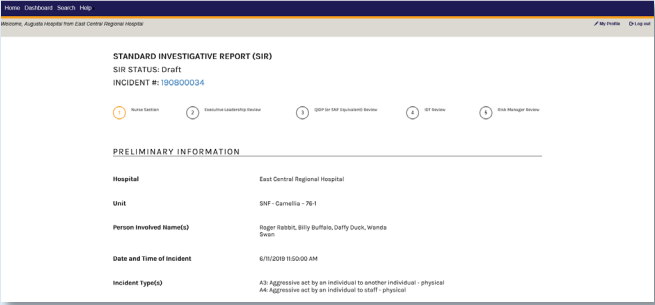
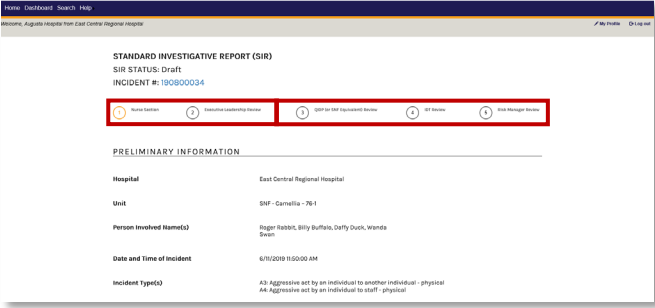
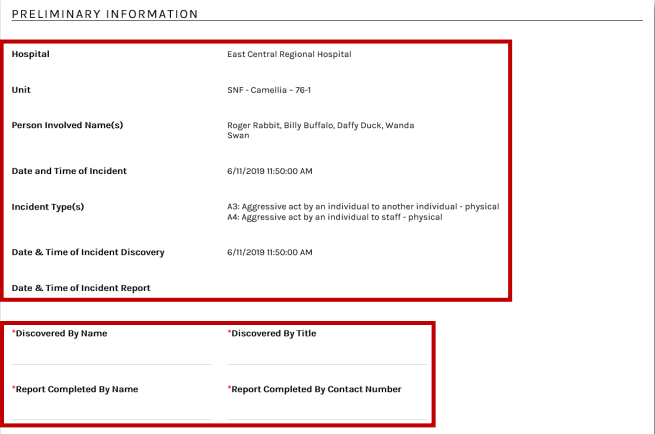
SIR Overview and Stage 1: Nurse Section


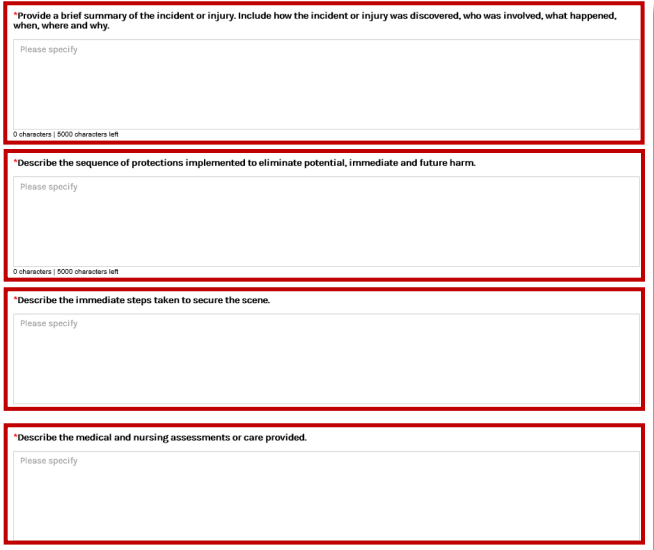
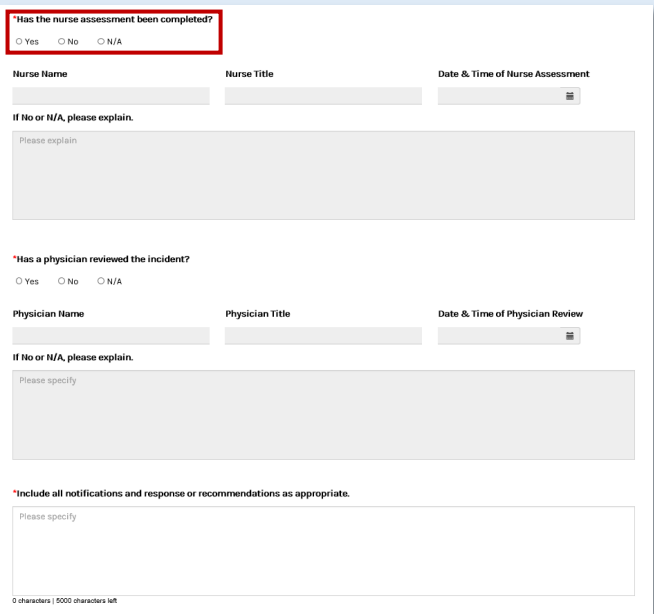
SUMMARY

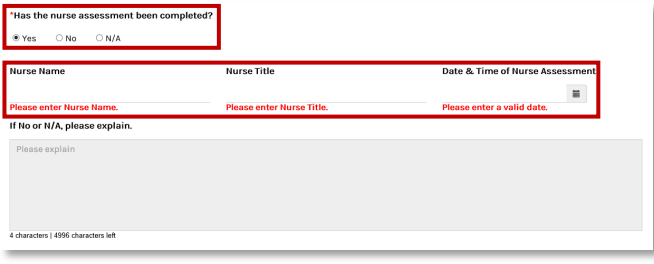

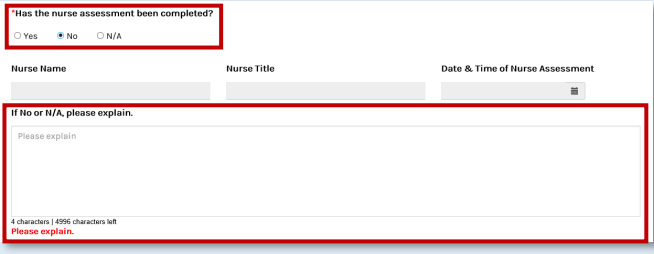
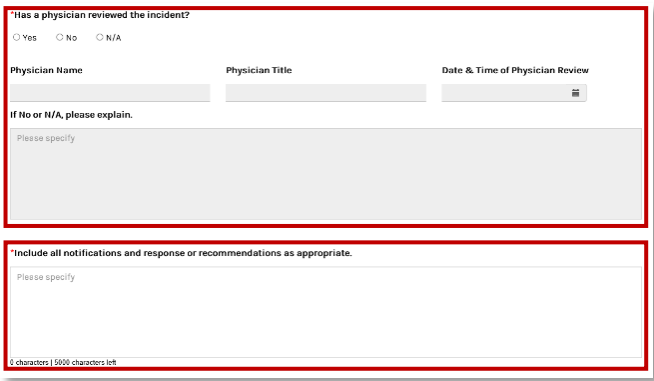
This job aid covers an SIR Overview and Stage 1: Nurse Section in Image.

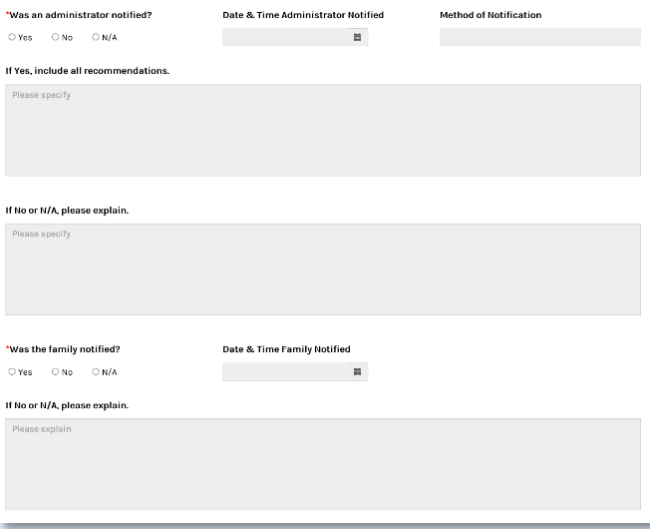

Phase	Description	Visual
<p>1</p>	<p>If an incident occurs at a DBHDD Skilled Nursing Facility (SNF), or at an Intermediate Care Facility for (ICF), a Standard Investigative Report, or SIR, must be completed along with the Incident Report.</p> <p>Unlike Incident Reports, which are reviewed by OIM staff, SIRs are <u>not</u> reviewed by OIM and are created for hospital tracking purposes.</p> <p>The overall SIR process, including the input of information, is very much the same as it was when you used RIMS.</p> <p> NOTE:</p> <ul style="list-style-type: none"> • If an incident occurs at an SNF/ICF, an SIR must be completed, as well as the Incident Report. • SIRs are created for hospital tracking purposes. • The process to complete an SIR is much like it is in RIMS. 	


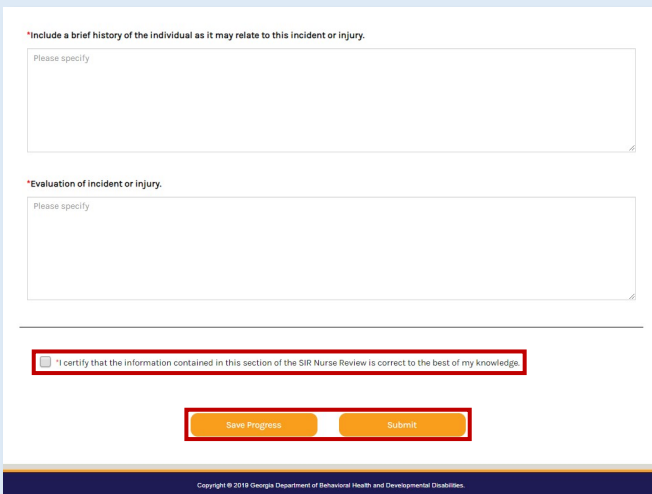
Phase	Description	Visual
<p>2</p>	<p>You'll recall that Stage 2 of the Incident Report requires you to document the location of the Incident.</p> <p>If you select SNF/ICF from the Program field drop-down list, an SIR will automatically be created by the Image system.</p> <p>Additionally, the Image system will generate an email alert to nursing staff, Executive Leadership, and Incident/Risk that an SIR is needed.</p> <p> NOTE: A system-generated email will be sent to nursing staff, Executive Leadership, and Incident/Risk that an SIR is needed.</p>	
<p>3</p>	<p>While the SIR will have the same incident number as the Incident Report, it may have a different status because the reports are two separate documents.</p> <p>To access a draft SIR, select the Edit icon on the Incident Over page.</p>	
<p>4</p>	<p>The SIR process is organized into stages, just like an Incident Report, but the stages are different.</p> <ul style="list-style-type: none"> • Stage 1 is completed by nursing staff. • Stage 2 is completed by Executive Leadership. • Stages 3 and 4, if needed, are completed by a Team Leader. • Stage 5, if needed, is completed by a hospital Incident Manager. <p> NOTE: Unlike an Incident Report, various staff members are responsible for completing the SIR.</p>	

Phase	Description	Visual
<p>4a</p> <p>The color-coding for the SIR stages is the same as it is for Incident Reports.</p> <p>If the circle is orange – either filled or unfilled – that’s the stage you’re currently on.</p> <p>If the circle is filled in, that stage is complete.</p> <p>If the circle is not filled in, that stage is not complete.</p> <p> NOTE:</p> <ul style="list-style-type: none"> • Orange circle = Current stage • Filled circle = Stage complete • Unfilled circle = Stage incomplete 		
<p>4b</p> <p>At a minimum, the completion of Stages 1 and 2 are required for all SIRs.</p> <p>When you initially access the Stage 1 page, the buttons for Stages 3, 4, and 5 will not be selectable.</p>		
<p>4c</p> <p>Information from the Incident Report will be auto-filled in the PRELIMINARY INFORMATION section.</p> <p>If you’re completing the Stage 1 portion of the SIR, you’ll need to complete the Discovered By Name, Discovered By Title, Report Completed by Name, and Report Completed by Contact Number fields to complete the PRELIMINARY INFORMATION section.</p>		

Phase	Description	Visual
<p>5</p>	<p>Then, you'll need to complete the NURSE REVIEW section. Notice that all fields require input.</p> <p>You'll begin by providing a brief summary of the incident or injury. Include how the incident or injury was discovered, who was involved, what happened, when, where, and why.</p> <p>You'll also need to describe the sequence of protections implemented to eliminate potential, immediate, and future harm.</p> <p>Next, describe the immediate steps taken to secure the scene, as well as the medical and nursing assessments or care provided.</p> <p> NOTE:</p> <p>All fields in the Nurse Review section are required.</p>	
<p>6</p>	<p>The rest of Stage 1 consists of three sub-sections. In the first sub-section, you will document the completion of the nurse assessment and the physician review.</p> <p>In the Has the nurse assessment been completed? field, select Yes, No, or N/A.</p>	

Phase	Description	Visual
<p>6a</p>	<p>If Yes is selected, you will need to complete the Nurse Name, Nurse Title, and Date and Time of Nurse Assessment fields.</p>	
<p>6b</p>	<p>If No or N/A is selected, you will need to enter an explanation about why the assessment has not been completed.</p> <p>You'll notice that if Yes is selected, the text box for the explanation is grayed out. If No or N/A is selected, the Nurse Name, Nurse Title, and Date & Time of Nurse Assessment fields are grayed out and the explanation text box is active.</p> <p>This demonstrates the dynamic nature of the Image system, and this same functionality can be seen throughout the SIR stages.</p> <p> NOTE: Depending on your answers, additional, relevant fields will become active and require input. This is one of the ways that Image streamlines the SIR process.</p>	
<p>6c</p>	<p>In the Has a physician reviewed the incident? field, select Yes, No, or N/A.</p> <p>The final field requires that you enter details about all notifications and response or recommendations, as appropriate.</p>	

Phase	Description	Visual
7	In the second sub-section, you will document details about notifications made to an administrator and family.	 <p>The screenshot shows a form with two main sections. The first section is titled '*Was an administrator notified?' and includes radio buttons for 'Yes', 'No', and 'N/A'. To the right are fields for 'Date & Time Administrator Notified' and 'Method of Notification'. Below this is a text area for 'If Yes, include all recommendations.' with a 'Please specify' label. The second section is titled '*Was the family notified?' and includes radio buttons for 'Yes', 'No', and 'N/A'. To the right is a field for 'Date & Time Family Notified'. Below this is a text area for 'If No or N/A, please explain.' with a 'Please explain' label.</p>
7a	Then, you will need to enter details about the history of the Individual as it relates to this incident, as well as the details of the evaluation of the incident or injury.	 <p>The screenshot shows a form with two text areas. The first is titled '*Include a brief history of the individual as it may relate to this incident or injury.' with a 'Please specify' label. The second is titled '*Evaluation of incident or injury.' with a 'Please specify' label. The entire form section is enclosed in a red border.</p>

Phase	Description	Visual
<p>8</p>	<p>Select the checkbox to certify that the information contained in this stage is correct to the best of your knowledge.</p> <p>There are two buttons that display at the bottom of page: the Save Progress and the Submit buttons.</p> <p>The Save Progress button functions just like it does in a regular Incident Report. Selecting this button will save your progress, but it will not check for missing information. Because there is a lot of information to enter for this stage, you should get in the habit of saving your progress often.</p> <p>The Submit button is used to submit Stage 1 of the SIR. When the Submit button is selected, the system will check for missing information. If required information is missing, you'll be prompted with red text to enter that information. When all required fields are complete, you'll see a green box with text that reads "SIR Nurse Review saved."</p> <p> NOTE:</p> <ul style="list-style-type: none"> • The Save Progress button will save your input, but it will not check for missing information. • The Submit button will check for missing information. 	 <p>The screenshot shows a web form with two text input fields. The first field is labeled with a red asterisk and the text: "Include a brief history of the individual as it may relate to this incident or injury. Please specify". The second field is also labeled with a red asterisk and the text: "Evaluation of incident or injury. Please specify". Below these fields is a red-bordered box containing a checkbox and the text: "I certify that the information contained in this section of the SIR Nurse Review is correct to the best of my knowledge." At the bottom of the form are two orange buttons: "Save Progress" and "Submit". A copyright notice at the very bottom reads: "Copyright © 2019 Georgia Department of Behavioral Health and Developmental Disabilities."</p>