
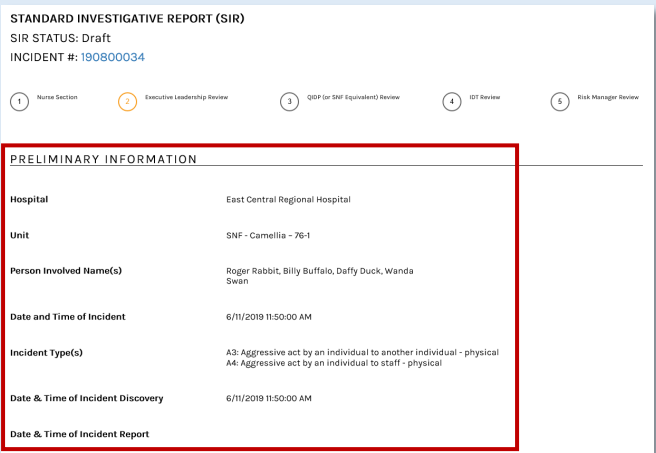
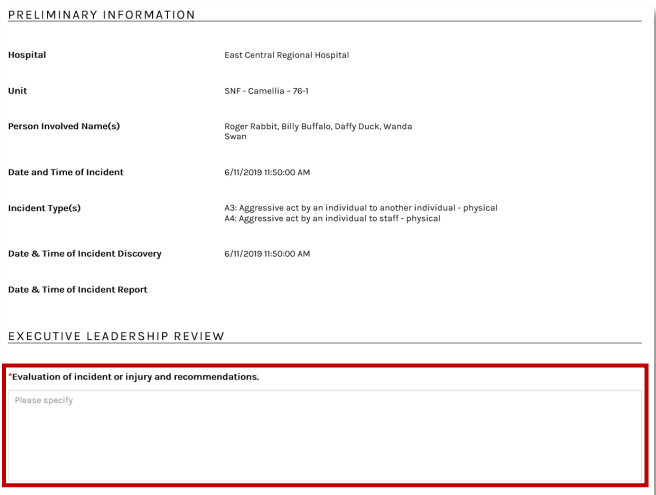


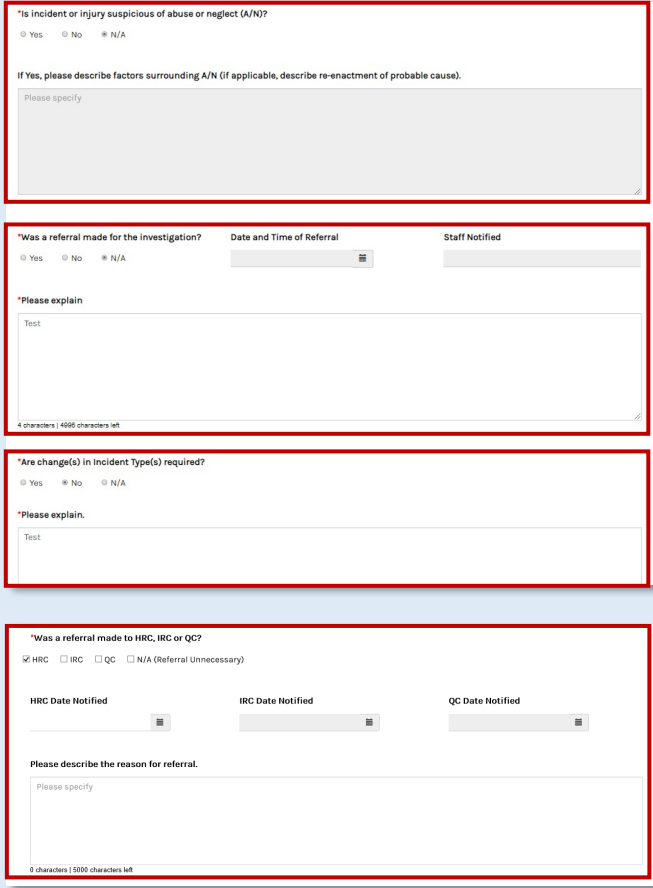
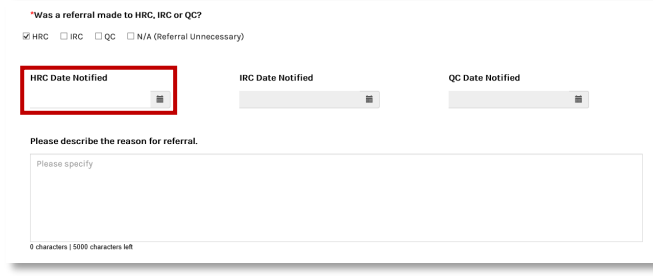



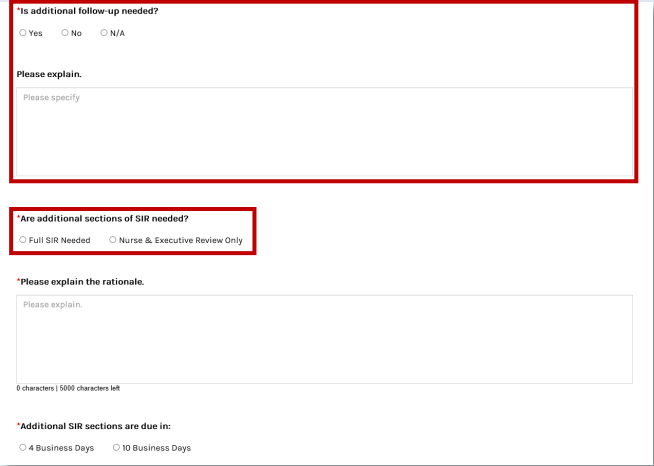
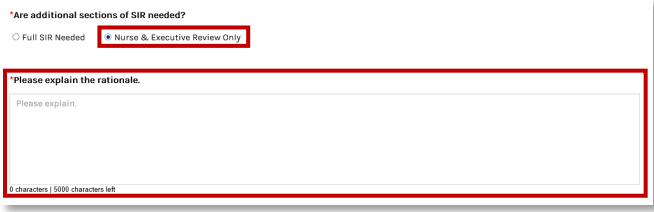
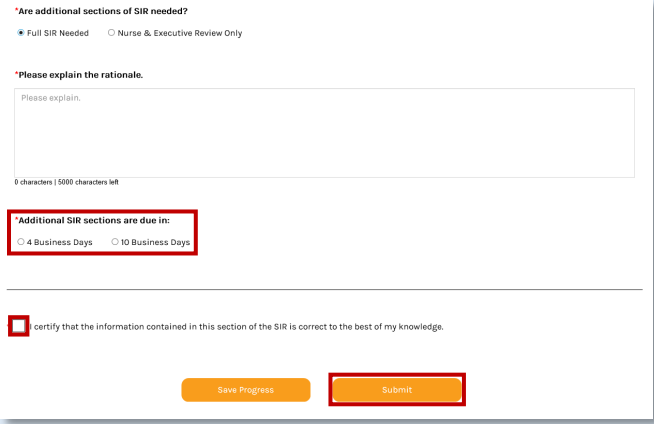
Executive Leadership Review

SUMMARY

This job aid covers how to review and check the SIR Status in Image.

Step	Summary	Visual
<p>1</p>	<p>The Stage 2 page is organized in a similar fashion to the Stage 1 page.</p> <p>Information from the Incident Report is auto-filled in the PRELIMINARY INFORMATION section, and the rest of the form must be completed by an Executive Leadership staff member.</p> <p> NOTE: Stages 1 and 2 can be completed concurrently.</p>	
<p>2</p>	<p>If you're responsible for completing this stage, you'll begin by entering details about the evaluation of the incident or injury, as well as any recommendations.</p>	

Step	Summary	Visual
<p>3</p> <p>Then, you'll need to provide answers to and information about these questions.</p> <ul style="list-style-type: none"> • Is there a suspicion of abuse or neglect? • Was a referral made for the investigation? • Are changes in Incident Types required? • Was a referral made to HRC, IRC, or QC? 		
<p>4</p> <p>Just as was the case with the Stage 1 page, your answer to these questions will determine if additional fields are required.</p> <p>For example, if you indicate that a referral was made to HRC, the HRC Date Notified field becomes active and requires input.</p>		

Step	Summary	Visual
<p>5</p>	<p>After you've specified whether or not an additional follow-up is needed, you'll need to indicate whether additional sections of the SIR are needed.</p> <p>You'll recall that when the SIR is initially created by the Image system, only Stages 1 and 2 are required.</p> <p>If you indicate that a full SIR is needed, this will trigger the system to make Stages 3, 4, and 5 active and to send an email to the appropriate staff to alert them to complete their sections of the SIR.</p> <p> NOTE:</p> <ul style="list-style-type: none"> • When a SIR is initially created, only Stages 1 and 2 are required. • If you check the Full SIR Needed checkbox, Stages 3, 4, and 5 will become active and require completion. 	 <p>The screenshot shows the 'Is additional follow-up needed?' section with radio buttons for Yes, No, and N/A. Below it is a 'Please explain.' text area. The 'Are additional sections of SIR needed?' section has radio buttons for Full SIR Needed and Nurse & Executive Review Only. Another 'Please explain the rationale.' text area is present. At the bottom, there is a section for 'Additional SIR sections are due in:' with radio buttons for 4 Business Days and 10 Business Days.</p>
<p>6</p>	<p>If you indicate that only the Nurse and Executive Reviews are needed, Stages 3, 4, and 5 won't be required to close out the SIR.</p> <p>Regardless of your selection, you'll need to enter the rationale for this decision.</p>	 <p>The screenshot shows the 'Are additional sections of SIR needed?' section where the 'Nurse & Executive Review Only' radio button is selected. The 'Please explain the rationale.' text area is highlighted with a red box.</p>
<p>7</p>	<p>If a full SIR is needed, you'll also need to indicate when the additional sections are due.</p> <p>When all fields have been completed, select the checkbox to certify that the information you have provided is correct to the best of your knowledge.</p> <p>Then, select the Submit button.</p>	 <p>The screenshot shows the 'Are additional sections of SIR needed?' section where the 'Full SIR Needed' radio button is selected. The 'Additional SIR sections are due in:' section has radio buttons for 4 Business Days and 10 Business Days. At the bottom, there is a checkbox for certifying the information and two buttons: 'Save Progress' and 'Submit'.</p>