

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURE B: Clinical/Administrative Debrief Meeting (CADM) Process **POLICY: 2.012**

POINT PERSON: Director of Quality Management

APPROVED: Superintendent **DATE: FEBRUARY 16, 2024**

SELECT ONE:

☒ New policy attachment

☐ Reaffirmation of existing policy attachment

☐ Minor/technical revision of existing policy attachment

☐ Major revision of existing policy attachment

RESPONSIBLE PERSON/GROUP	PROCEDURES
Program Director	If a patient safety event is determined to be a sentinel event or an unauthorized leave event, at the direction of the Superintendent, the Program Director for the program in which the event occurred must: 1. Begin coordination of the Clinical/Administrative Debrief Meeting (CADM) process within one (1) business day after the event investigation is assigned by the Incident Reporting Systems Investigation (IRSI) team. 2. Identify CADM team members, which include the Program Executive Team and others.
CADM Team	1. Within three (3) business days after the known occurrence of the sentinel event or unauthorized leave, the CADM team must: a. Conduct a review of the event, including interviewing staff and reviewing documentation and security video footage as necessary; b. Hold a CADM meeting to share findings and establish conclusions and recommended action items; and c. Complete the CADM report/questionnaire. The CADM report must address the following five (5) questions: i. What happened, to whom, when, how, and why? ii. Did this event identify potential gaps in care/treatment? iii. What immediate actions, if any, have already been implemented? iv. What potential immediate actions and if any should be considered to reduce the risk of recurrence?

	v. What communication and/or training is recommended? 2. Within five (5) business days after the known occurrence of the sentinel event or unauthorized leave, the CADM team must submit the report to the Clinical Advisory Team (CAT) and the Director of Standards & Compliance.
Clinical Advisory Team (CAT)	1. Within ten (10) business days after the known occurrence of the sentinel event, or unauthorized leave CAT must review the CADM report, identify necessary actions and timelines, and send recommendations to the Superintendent and the Director of Standards & Compliance.
Superintendent or Designee	1. Within ten (10) business days after the known occurrence of the sentinel event or unauthorized leave, the Superintendent must review the recommendations and send a communication to OSH staff regarding the CADM report and approved interventions.