

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES D: IRSI Investigation Process

POLICY: 2.012

POINT PERSON: Director of IRSI

APPROVED: Superintendent

DATE: FEBRUARY 16, 2024

SELECT ONE:

- ☒ New policy attachment
- ☐ Minor/technical revision of existing policy attachment
- ☐ Reaffirmation of existing policy attachment
- ☐ Major revision of existing policy attachment

I. IRSI INVESTIGATION FOR A SENTINEL EVENT

RESPONSIBLE PERSON/GROUP	PROCEDURES
CIR (Critical Incident Review)	- Review IRSI screening documentation and determine, based on severity of the incident, next steps. - Determine the level of Incident based on severity, determination of incident severity may be done in consultation with clinical and admirative subject matter experts. - Take next steps which may include: - Consult with the Superintendent or designee for incidents identified as a possible Sentinel Events. - Make investigative assignments to IRSI to include scope, expected completion dates and responsibilities of work. - Review Incident Review Form (IRF at the local level.) - At the conclusion of an investigation, review IRSI investigation reports for distribution or escalation to OSH Leadership.
Lead Investigator	- Upon assignment of investigation, collect materials needed for the investigation - An IRSI Investigator may conduct interviews as indicated or needed, this includes both direct and indirect witness accounts. - Consult with Subject Matter Experts (SMEs) for clinical opinion, legal interpretations, and specialized training. - The Scope of an Investigation is to examine the totality of circumstance and: - Identify immediate mitigations put in place post event,

	b. Identify causation, 4. Should a personal performance matter be identified as causation, the investigator will document the matter as a contributing factor in the incident but not conduct further inquiry into the matter. (Note: CIR forwards findings to appropriate work groups for mitigation of identified causes) IRSI staff shall not follow-up or pursue the investigation into the personnel performance of staff. 4. Provide completed report to CIR for next action steps. a. The IRSI Investigator will utilize TJC 24 question framework.
Staff involved in a potential event	1. Staff invited to be interviewed are strongly encouraged to participate. They may: a. Invite a Union Representative to accompany them. b. Decline the request. 2. Interviews are conducted exclusively on paid time; this includes the request and scheduling process.
Executive Team / Leadership Governance or Designee(s)	1. Must develop a corrective response to IRSI findings including but not limited to: a. Define action items, b. Assign department or unit lead for each action item or as needed. 2. Review efficacy of corrective actions in partnership with Standards and compliance.
Standards and Compliance (S&C)/ Patient Safety Compliance Analyst (PSCA)	1. Verify receipt of all information required for submission of report and action items to joint commission provided by IRSI, Executive Team and action item owners. 2. Submit the final report to The Joint Commission prior to due date if able 3. Schedule a meeting with the Physician, psychiatrist, Executive Team, or Designee responsible for action items to prepare for TJC Patient Safety Specialist (PSS) call. 4. Secure location for meeting and send invitations 5. PSS Call a. Facilitate introductions b. Take notes on discussion regarding Sentinel Event Measure of Success (SEMOS) 6. Check Joint Commission Connect website to review approval or changes to submitted action items. Communicate changes with action item owners. 7. Work with action item owners for progress updates. 8. PSCA must report any implementation or scope issues with executive review team.

	9. Update action item tracker accordingly. Upon receipt of TJC email confirming SE investigation closure, communicate this to leadership including any action item owners. 10. Upon receipt of TJC email confirming SE investigation closure, communicate this to leadership. Update Regulatory Interaction Tracker to reflect status of incident. Update Action Items tracker to reflect status of individual action items.
--	---