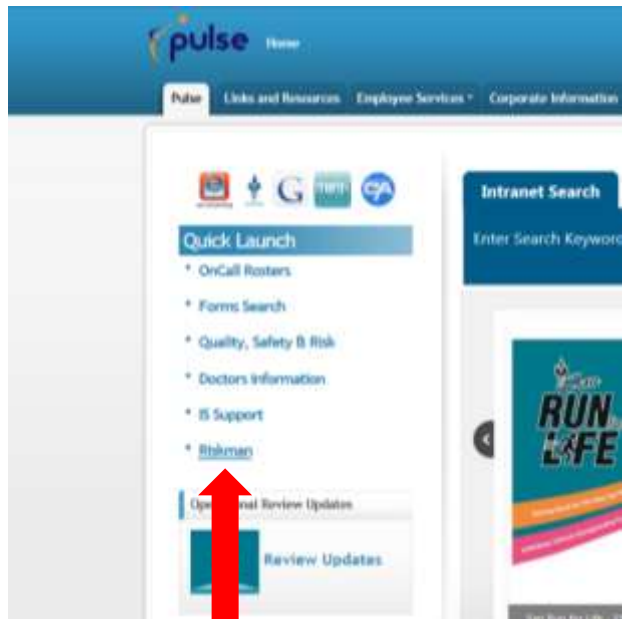


Promote Professional Accountability (PPA)

Instructions on entering a report in the Safety & Reliability module

1) Launch Riskman either from intranet home page or on San Apps

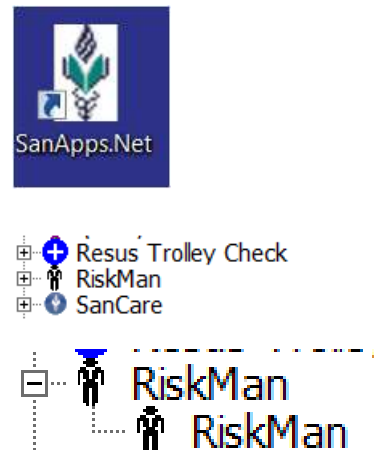
Home Page



Click Here

or

San Apps



Click Here

2) From the shortcut menu select "New Safety & Reliability"



Click Here

3) Enter details as per below

- Select your **site** from drop down list ie. Sydney Adventist Hospital
- Select your **location** from drop down list ie. San Education
- Enter details of person being reported on (**First Name, Last Name and Job title**)
- Enter **brief description** of incident / behaviour being reported on
- Enter further details if required
- You do not need to assign a manager as reporting is anonymous and will be handled via the Review Team.
- Select submit

The screenshot shows a web form titled "Safety & Reliability Entry". At the top, there is a warning: "Submit this form to record the safety & reliability. You will be able to modify this page once it is submitted. Reports will remain anonymous unless it is considered unethical/mandatory, aggressive, or abusive. Share in concern about safety of reporting. All of these are reported reports about the same person despite submission." Below this, the form is divided into several sections: "Overview Entry" with a "Type of Safety Incident" dropdown set to "Safety & Reliability" and a "Location" dropdown; "Person Reported On" with fields for "First Name", "Last Name", and "Job Title", and checkboxes for "Is this employee?" and "Is this an individual (eg. PhD or Consultant)"; "Any Dates" with a "Notification Date" field set to "9 Sep 2017"; and "Report of Observations" with a "Brief Description" and "Details" text area. At the bottom, a "Submit" button is highlighted with a red arrow pointing to it.

Click Here

4) Your report will be reviewed and actioned within 48 hours