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This is a prompt sheet – for more detailed instructions on using the List & Codes Maintenance section of RiskMan refer to the List & Codes Maintenance Guide accessed via the HELP - > REFERENCE GUIDES menu and the List & Codes Maintenance Descriptions Guide which can be downloaded from the HELP -> WHAT'S NEW page under the documents tab

INTRODUCTION

The following handout describes how to create tool tips against fields on your Incident and Feedback Entry forms. Tool Tips provide additional information pertaining to specific fields on the Incident & Feedback Entry forms which aid users with entering or reviewing these notifications.

Tool Tips are accessed by selecting ADMINISTRATION -> LIST & CODES MAINTENANCE menu option

INCIDENT TOOL TIPS

Incident Tool Tips are accessed by selecting "Tool Tip definitions" from the Choose Maintenance List

		List & Codes Mainten	ance			₹ <u>∎</u>	\$ 1	
	List Name:	(Incidents) ToolTip Definitions	× • Lists	or Register:		•		
	Liot Humo.	List Caption	Records Found					
		(Incidents) ToolTin Definitions	25					٦
A type of Mouseover will display a mobile	e tooltip as the mouse p	(PII) Pressure Lilcer Risk Score	5	^				
The other types will display a static Tool Due to a bug in the way Internet Explorer	up when the netti yets th		3	-				
Bue to a bag in the way internet Explorer	alpiajo aropaotiri noto	(RCA) Issue Groups	8					
		(RCA) Issues	24	-				
abol of the Field to show TeelTip on	Tee Te	(RCA) Recommendation Status	4	- Color	Dettern Celer	Taskis Tossa		
abel of the Field to show ToolTip on \fbox	Top Tip	(RCA) Review Status	3	p Color 👻	Bottom Color	Tooltip Type	•	
•	8	(RCA) Type Of Formal Review	3	•	-	•		
		(Risk Register) Category	- 14	-		MOUSEOVER	Ŵ	٦.
Admission Diagnosis	Admission	(Risk Register) Category 2nd Level	29	monChiffon	LemonChiffon	MOUSEOVER	m	
	Diagnosis	(Risk Register) Category 3rd Level	38	noneninon	Lemonchinon	MOUSEOVER	ш	
Contact Phone	Contact Phone	(Risk Register) Control Hierarchy	7	monChiffon	LemonChiffon	UNDERNEATH	童	
Country	 Country 	(Risk Register) Control Hierarchy	7	monChiffon	LemonChiffon	MOUSEOVER	面	-
councily		(Risk Register) Corporate Objectives	9	inorrenario in	Lenioneninon	HOUSEOVER	ш	-
Summary	Incident Summary	(Risk Register) Custom Report Selection	0	monChiffon	LemonChiffon	MOUSEOVER	童	
		(Risk Register) General Risk Management Strategy	4	-				_
		(Risk Register) Group Code	3	-				
Details	Details	(Risk Register) Journal Column Fields	5	monChiffon	LemonChiffon	UNDERNEATH	前	
		(Risk Register) Journal Status	3	-				
		(Risk Register) Journal Tasks	2	~				
Employee Location	Employee Location	The location, within facility, at which the staff member is no	mally based	LemonChiffon	LemonChiffon	MOUSEOVER	童	
Employee Site	Employee Site	The facility at which the staff member is normally based		LemonChiffon	LemonChiffon	MOUSEOVER	面	
Preventability	Preventability Rating	Please indicate, on a scale from 1 to 10, your opinion of how (avoidable) this Incident was.~br>~br>~bs.Mnbsp;1: avoidable, should never have occurred under any condition Totally unforeseeable despite all measures and planning	ompletely	LemonChiffon	LemonChiffon	MOUSEOVER	面	_
ocation	Incident Location	The location where the Incident occurred (at the nominate	Site above)	LemonChiffon	LemonChiffon	MOUSEOVER	面	
ocation	Location	The location within the facility at which the Adverse Event of	ccured	LemonChiffon	LemonChiffon	MOUSEOVER	前	

To create a new tool tip press New or CTRL+SHIFT+N. Fill in the details as described below

- Label of the field to show Tooltip: Select the label of the field or button from the drop down list that you wish to associate the tool tip with.
- **Top Tip:** Optional: Enter the description you want to display in the Top Tip eg. the name of the field Notification Type *(see examples at the bottom of the page)*. **Suggestion:** Double click this field and a pop-up editable box will display. Enter your text and press **OK** to save the entered information *(see example below)*

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RISKMAN TOOL TIPS CHEAT SHEET

🥸 😧 My Workspace Management	Administration Reports Help Log Out	USER: System Manager (Manager)
List & Code Maintenance		
Choose Maintenance List:		* New 🔋 Export Import 💿
A type of Mouseover will display a mobile tooltip as t The other types will display a static Tooltip when the Due to a bug in the way Internet Explorer diplays dro	Selact the individual or entity who was adversely affected (or may have been harmed in the event of a Near 14 by this Incidence 59-A eam-64N-61N-04Person(54-674) mere and an indicat where no individual person hard affected (e.g. Hazards, Equipment Fault, Environmental Spill), or no person can be identified as a possible c (e.g. vandalism)	as been
Label of the Field to show ToolTip c Top Tip ∇		Tooltip Type 🗸 🗸
Patient Status Patient Statu:		MOUSEOVER ×
Escalation Level 1 (RMI) 		MOUSEO VER ×
Investigations/Findings Investigations		MOUSEOVER ×
Medical Record # Patient Looku		MOUSEOVER ×
Sentinel <br< td=""><td></td><td>MOUSEOVER ×</td></br<>		MOUSEOVER ×
Facility <bpacility< b=""></bpacility<>		MOUSEO VER ×
Escalation Level 2 (RMI) 		MOUSEOVER ×
Seen By b>Seen By	Ok	Cancel MOUSEOVER ×
Incident Involved Incident Involved	ed Select the individual or entity who was LemonChiffon LemonChiffon	MOUSEOVER ×
Details Details	Please provide a comprehensive descri LemonChiffon LemonChiffon	MOUSEOVER ×

Note: If you wish to format your text in the top tip eg. Italicise, bold, underline, line breaks, centre, then HTML code is required - see examples on the following pages. For any additional formatting contact RiskMan support: support@riskman.net.au

- Top Color: If a top tip is entered then select a colour for this tip from the drop down list of colours
- Bottom Tip: Optional Enter the description for this tool tip.
 Suggestion: Double click this field and a pop-up editable box will display. Enter your text and press OK to save the entered information (see example above)

Note: If you wish to format your text in the bottom tip eg. Italicise, bold, underline, line breaks, centre, then HTML code is required - see examples on the following pages. For any additional formatting contact RiskMan support: support@riskman.net.au

- Bottom Color: If a bottom tip is entered then select a colour for this tip from the drop down list of colours
- **Tool Tip Type:** There are 4 types of tool tips that you can create. It is advisable to use the MOUSEOVER option in all cases. Refer to the examples below which show each tool tip type

How Is It Classified?]
Facility	▼
Location	
Service	Incident Location
Contributing Factors	The location where the Incident occurred (at the nominate Site above)

Example: TOPRIGHT

Example of MOUSEOVER

How Is It Classified?		
Facility	· · · · · · · · · · · · · · · · · · ·	
Location		Incident Location
Service	•	The location where the Incident occurred (at the nominate Site above)
Contributing Factors		

Example: LOWERRIGHT

 How Is It Classified?

 Facility

 Location

 Service

 Contributing Factors

 Contributing Factors

Example: UNDERNEATH

Summary			80
Details		A .	
			BC
		Ŧ	
Reporter's Name	Details		÷
Contact Phone	Please provide a comprehensive description of what occurred, to assist us with reviewing this incident. Provide details of any error observed, but avoid statements of blame, and do not rely on hearsay or secondhand information. If other staff can provide further information,		
Seen By	please note their names in the Personnel Involved area at the bottom of this section.		

TOOL TIP EXAMPLES – USING HTML CODE

Тад	Example using the Tags	Sample tool tip
Bold 	Notification Date	Notification Date The Date The Incident was Notified to Group Clinical Governance.
Italics 	risk or risks	Click here to associate a risk with an incident Please select the <i>risk</i> or <i>risks</i> that this incident relates to
Underline <u></u>	<u><u>risk</u></u> or <u><u>risks</u></u>	Click here to associate a risk with an incident Please select the <u>risk</u> or <u>risks</u> that this incident relates to
Bold/Italic 	Not Required	Action Taken Specify any action taken to prevent a recurrence of this type of event. If no action is necessary, write <i>Not Required</i>
Line break	Nominate the severity of this incident, using the Incident Severity Rating document. To view and select an Incident severity rating for this incident, click on the icon next to this document.	Outcome Nominate the severity of this incident, using the <i>Incident Severity Rating</i> document. To view and select an Incident severity rating for this incident, click on the icon next to this document.
Paragraph Break with line of space	Nominate the severity of this incident, using the Incident Severity Rating document. To view and select an Incident severity rating for this incident, click on the icon next to this document.	Outcome Nominate the severity of this incident, using the Incident Severity Rating document. To view and select an Incident severity rating for this incident, click on the icon next to this document.
Horizontal Rule <hr/>	Nominate the severity of this incident, using the <i>Incident Severity</i> <i>Rating</i> document. <hr/> To view and select an Incident severity rating for this incident, click on the icon next to this document.	Outcome Nominate the severity of this incident, using the <i>Incident Severity Rating</i> document. To view and select anIncident severity rating for this incident, click on the icon next to this document.

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RISKMAN TOOL TIPS CHEAT SHEET

Тад	Example using the Tags	Sample tool tip
Bullet points 	 <l< td=""><td>INCIDENT OUTCOME Please specify the immediate outcome of the incident • Minimal: No harm, injury, loss or increased care. • Minor:Injury, harm or loss sustained requiring increased care, observations. • Moderate: Injury, harm or loss sustained resulting in increased length of stay and/or additional medical intervention. • Major: Injury sustained resulting in disfigurement, permanent harm, surgical intervention or event constituting physical assault. • Serious:Life threatening or fatal events and all events constituting a significant event.</td></l<>	INCIDENT OUTCOME Please specify the immediate outcome of the incident • Minimal: No harm, injury, loss or increased care. • Minor:Injury, harm or loss sustained requiring increased care, observations. • Moderate: Injury, harm or loss sustained resulting in increased length of stay and/or additional medical intervention. • Major: Injury sustained resulting in disfigurement, permanent harm, surgical intervention or event constituting physical assault. • Serious:Life threatening or fatal events and all events constituting a significant event.
Number points 	 	INCIDENT OUTCOME Please specify the immediate outcome of the incident 1. Minimal: No harm, injury, loss or increased care. 2. Minor:Injury, harm or loss sustained requiring increased care, observations. 3. Moderate: Injury, harm or loss sustained resulting in increased length of stay and/or additional medical intervention. 4. Major: Injury sustained resulting in disfigurement, permanent harm, surgical intervention or event constituting physical assault. 5. Serious:Life threatening or fatal events and all events constituting a significant event.

FEEDBACK TOOL TIPS

Feedback Tool Tips are accessed by selecting "(FB) Tool Tip definitions" from the Choose Maintenance List

ist & Code Maintenance					
oose Maintenance List: ToolTip Definitions		•		* New 🕖 Export Imp	ort 🤇
(FB) Issue Group A type of Mouseover wild The other types will displa Due to a bug in the way I (FB) Issue Sub Category (FB) Mode		t. pear BEHI	IND the list.		
Label of the Field to sl (FB) Policy Links (FB) Primary Language			Bottom Color ⊽	Tooltip Type ▽	
Incident Involved (FB) Ref Path			Yellow	MOUSEOVER	×
Details (FB) Referral Outcome		_	Bisque	MOUSEOVER	×
Medical Record # (FB) Related Service (FB) R'ship to Consumer		=	LightYellow	MOUSEOVER	×
Sentinel (FB) SAC Matrix			Yellow	MOUSEOVER	×
Outcome (FB) SAC Matrix Consequent (FB) SAC Matrix Likelihoods	ces		AliceBlue	MOUSEOVER	×
Summary (FB) SAC Matrix Mapping			Yellow	MOUSEOVER	×
Button: Add Associated (FB) SAC Matrix Scores (FB) SAC Miscellaneous Valu	100		Yellow	MOUSEOVER	×
Button: Add New Journa (FB) Satisfaction	ies		Yellow	MOUSEOVER	×
Button: Classification (FB) Show SAC			Yellow	MOUSEOVER	×
Button: Submit The For (FB) Title			Yellow	MOUSEOVER	×
Button: Contributing Fa (FB) ToolTip Definitions			Yellow	MOUSEOVER	×
(FB) Type Of Feedback (Risk Register) Category 2nd (Risk Register) Category 2nd (Risk Register) Category 3rd (Risk Register) Control Hiera (Risk Register) Corporate Of (Risk Register) General Risk (Risk Register) Group Code	l Level rchy 9jectives	-			

st & Code Maintenance						
oose Maintenance List: (FB)	ToolTip Definitions		•		* New 🕖 Export Impo	irt
		he focus, which disappears when t , if the tooltip overlaps a dropdow		ND the list.		
				ND the list. Bottom Color 🏹	ToolTip Type ▽	
Due to a bug in the way Internet	Explorer diplays dropdown lists Top Tip 꼬	s, if the tooltip overlaps a dropdow	nlist, it will appear BEHI Top Color		ToolTip Type ♥ MOUSEOVER	×
Due to a bug in the way Internet Field 꼬	Explorer diplays dropdown lists Top Tip 고 Details	s, if the tooltip overlaps a dropdow Bottom Tip 꼬	nlist, it will appear BEHII Top Color 꼬 Azure	Bottom Color ⊽		- C
Due to a bug in the way Internet Field マ TextBox; (Feedback); Details	Explorer diplays dropdown lists Top Tip 꼬 Details Type of Feedback	s, if the tooltip overlaps a dropdow Bottom Tip ♡ Please detail all the issues co	nlist, it will appear BEHI Top Color Azure Azure	Bottom Color ⊽ Yellow	MOUSEOVER	×

To create a new tool tip press New or CTRL+SHIFT+N. Fill in the details as described below

- Field: Most of the labels under the Field column will display
 - The type of field first eg. ListBox, TextBox, Button
 - $\circ \quad \ \ \text{The location of the field}$
 - (Feedback) on the main feedback form
 Note: Some of these fields will be those found in the Complainant and Consumer sections
 - (Issues) fields on the pop-up issues window
 - (Actions) fields on the pop-up actions window
 - (Complainant) fields in the Complainant section
 - (Consumer) fields in the Consumer section
 - (Journals) fields in the Journal pop-up window
 - (Contact) not used the Complainant and Consumer sections are used instead
 - The label of the field.
- Select the label of the field or button from the drop down list that you wish to associate the tool tip with.

• Follow the steps outlined in the "Incident Tool Tips" section to create your tool tips