

██████████ <b>HOSPITAL</b>	<b>Policy #: EC-0101</b>
<b>Subject: Safety Management Plan</b>	<b>Effective: 02/05/97</b>
<b>Department: Safety/Risk Management</b>	<b>Reviewed: 08/12/02</b>
<b>Approved By:</b>	<b>Revised: 08/12/02</b>

2. **Information Collection and Evaluation System** - data is collected, aggregated and analyzed to evaluate program effectiveness as measured by performance standards. Reports, which include conclusions, recommendations and actions, are reviewed by the Safety/Risk Management Committee, and are used for follow-up assessment to determine whether problems are resolved. The Safety/Risk Management Committee Minutes serve to document the data received and reviewed and any recommendations made by the Committee.

██████████ ***Environment of Care Safety Manual***

Reviewed October 2007

C. **Information Collection and Evaluation System** - The Safety Specialist is responsible for managing the process for examining safety issues.

Effective use of the Information Collection and Evaluation System is dependent upon the receipt of written and verbal reports from a number of different functions within the Lincoln Regional Center. Information Collection and Evaluation System reports are used to identify and communicate problems, time sensitive issues, and general information about periodic or structured activities to the EOC Committee. Information Collection and Evaluation System reports help the EOC Committee to set priorities, focus their attention, and prepare the committee for developing or approving recommendations. It is the responsibility of the Safety Specialist to review the content of reports submitted.

The processing of information submitted through the Information Collection and Evaluation System by the EOC Committee is generally an informal discussion of findings and outlined on meeting agendas. EOC Committee minutes serve as documentation that the information was received and discussed by the EOC Committee. The minutes also serve as documentation of recommendations the EOC Committee has developed or otherwise approved.