



AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER
Accreditation & Risk Management Office
ANNUAL REPORT



Date: Oct 2007

This report is prepared by of the Accreditation and Risk Management Office at AUBMC on the activities and achievements during 2006-2007.

A. Accreditation

A.1. Policies and Procedures:

Sr. No.	ACTIVITY	VOLUME
1	Drafted, prepared, edited, formatted, coordinated reviews by concerned committees and individuals, obtained approvals, duplicated, distributed AUBMC policies and procedures, and placed the hard copies in the 107 AUBMC policy and procedure manuals located in all departments / sections / units throughout the entire Medical Center.	24
2	Coordinated the reviews of 2 nd edition of policies and procedures, obtained approvals, and replaced the 2 nd editions in the policy and procedure manuals	29
3	Coordinated the development and maintained copies of the updated departmental policy and procedure manuals.	56
4	Circulated the soft copies and summaries of newly developed and modified policies and procedures.	53

A.2. Newsletter:

Sr. No.	ACTIVITY	VOLUME
1	Prepared, designed, edited, obtained articles, duplicated, and distributed 300 copies of the Performance Improvement and Accreditation Newsletter throughout the Medical Center.	6
2	Posted the soft copies of the Performance Improvement and Accreditation Newsletter on the Accreditation and Risk Management website.	6

A.3. P I & Accreditation Questionnaire:

Sr. No.	ACTIVITY	VOLUME
1	Prepared the questions to be included in the PI & Accreditation Awareness questionnaires.	60
2	Designed, duplicated, and distributed hard copies of the P I & Accreditation Awareness questionnaires throughout the Medical Center.	3,500
3	Posted the on-line PI & Accreditation Awareness questionnaires on the Accreditation and Risk Management website.	6
4	Received the staff responses to the PI & Accreditation Awareness questionnaires, entered and analyzed the responses, sorted them into staff categories, and identified the staff with correct answers.	860
5	Distributed awards and prized for the winners.	30

A.4. Web Site Maintenance :

Sr. No.	ACTIVITY	VOLUME
1	New and updated policies and procedures posted to the website	53
2	Folders	5
3	Newsletters	6
4	Posters, reminders and announcements	4
5	Presentations	6
6	Questionnaires	6
7	Useful links	2

A.5. Reviews / Studies / Data Analysis:

Sr. No.	ACTIVITY	VOLUME
1	Informed consent prior to blood use (Dec 06-Jan 2007)	179
2	Patients interviewed about informed consent prior to blood use (Feb 2007)	53
3	Medication samples (Jan 2007)	39
4	Informed consent for conscious sedation (May 2007)	26
5	Refrigerator and Freezer Temperature Control (Nov 2006)	118
6	Hospital-Wide Indicators	168

A.6. Committee Activities:

Sr. No.	ACTIVITY	VOLUME
1	Participation in the BOT-Performance Improvement Committee	11
2	Preparation of hand-outs for the BOT Committee	11
3	Participation in the Accreditation Core Group	13
4	Recorded the minutes of Accreditation Core Group meetings	11
5	Performance Improvement Committee	11
6	Blood Utilization Committee	11

A.7. Staff Education and Preparation of Educational Materials / Forms:

Sr. No.	ACTIVITY	VOLUME
1	Lectures presented to AUBMC staff	32
2	Staff Booklets (Preparation for JCIA)	2,400
3	Time Out poster	5
4	FOCUS – PDCA Leaflet	200
5	International Patient Safety Goals – 2007 handout	1600
6	International Patient Safety Goals – 2007 Poster	200
7	Informed consent forms	4
8	Patient / Family Education sheet	1
9	Patient Controlled Analgesia data sheet	1
10	Prepared and circulated daily tips on JCI survey	11

A.8. Accreditation Surveys

Sr. No.	ACTIVITY	VOLUME
1	JCIA consultation survey (April 16-20, 2007) – Mock surveys	10
2	Survey visit schedule	4
3	Consultant meetings and workshops	10
4	Action planning groups	11
5	Correspondence of required Actions	53
6	Logistic preparations and arrangements (food, transportation, social activities, etc.)	6

B. Risk Management

Sr. No.	ACTIVITY	VOLUME
1	Received, analyzed, recorded, and investigated patient-related incident reports	135
2	Reviewed patient records for potential medico-legal cases and major incidents	26
3	Participated in performing root cause analysis for sentinel events	3
4	Recorded the minutes of Risk Management Committee meetings	46
5	Received and forwarded the Emergency Care Research Institute (ECRI) alerts on weekly basis	52
6	Prepared monthly statistical reports on patient-related incidents	12
7	Provided risk management education to medical / nursing staff	7
8	Coordination of the Informed Consents	4