



ANNUAL REPORT

Date: 2 Oct 2006

This report is prepared by of the Accreditation and Risk Management Office at AUBMC on the activities and achievements during the period from October 1, 2005 to September 30, 2006.

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 116 AUBMC policy and procedure manuals located in all departments / sections / units throughout the entire Medical Center.	29
2	Provided the templates and layout for the departmental policy and procedure manuals.	45
3	Reviewed and edited the contents of departmental policy and procedure manuals.	13
4	Posted and maintained the soft copies of AUBMC policies and procedures on the AUBMC website.	29

A.2. Newsletter:

Sr. No.	ACTIVITY	VOLUME
1	Prepared, designed, edited, obtained articles, duplicated, and distributed 150 copies of the Performance Improvement and Accreditation Newsletter throughout the Medical Center.	7
2	Posted the soft copies of the Performance Improvement and Accreditation Newsletter on the Accreditation and Risk Management website.	7

A.3. P I & Accreditation Questionnaire:

Sr. No.	ACTIVITY	VOLUME
1	Prepared the questions to be included in the P I & Accreditation Awareness questionnaires.	70
2	Designed, duplicated, and distributed hard copies of the P I & Accreditation Awareness questionnaires throughout the Medical Center.	2450
3	Posted the on-line P I & Accreditation Awareness questionnaires on the Accreditation and Risk Management website.	7
4	Received the staff responses to the P I & Accreditation Awareness questionnaires, analyzed the responses, sorted them into staff categories, and identified the staff with correct answers.	970
5	Distributed awards and prized for the winners.	37

A.4. Web Site Maintenance:

Sr. No.	ACTIVITY	VOLUME
1	New and updated policies and procedures posted to the website	38
2	Lectures delivered to medical and nursing staff	12
3	New forms	4
4	Posters, reminders and announcements	7
5	Presentations	8
6	Reports and studies	4
7	Useful links	21



A.5. Reviews / Studies / Data Analysis:

Sr. No.	ACTIVITY	VOLUME
1	Informed consent for special procedures (Mar-Apr, 2006)	635
2	Operating Room utilization follow-up study (Oct, 2005)	796
3	Informed consent before use of blood / blood products (May-Jun, 2006)	189
4	Pre-operative verification - Time out (Aug, 2006)	71
5	Patient assessment and reassessment in the private clinics-Internal Medicine (Jun-Aug, 2006)	556
6	Audit on the utilization of the AUBMC policy and procedure manuals (Mar, 2006)	116
7	Cardiac surgery mortality study	941
8	Annual Fire attendance statistics	576
9	Data analyses for Hospital Wide Indicators Monthly Report	5

A.6. Participation in Taskforce Activities (Meetings):

Sr. No.	ACTIVITY	VOLUME
1	Patient admission / discharge process	7
2	Multidisciplinary notes	3
3	Patient identification prior to specimen collection (Pre-analytical)	10
4	Psychiatry Department planning and preparation of policies and procedures	6
5	Accreditation Core Group	18
6	Performance Improvement Committee	12
7	Blood Utilization Committee	9

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

Sr. No.	ACTIVITY	VOLUME
1	Lectures presented to AUBMC staff	23
2	Operating Room attire poster	5
3	Adverse Drug Events report (on-line)	1
4	Adverse Drug Events reporting poster	200
5	"Do Not Recap Needles" posters	200
6	Need for informed consent prior to blood utilization leaflet	50
7	Use of medications before surgery handouts	2
8	Physical restraints form and record	2
9	Medical record forms management flow sheet	1
10	Hand hygiene poster (electronic copy)	1
11	Multidisciplinary notes electronic presentation	1
12	Application for Specific Privileges	1
13	Application for Re-appointment to the Medical Staff	1
14	Physicians Profile	1
15	Physicians Profile for Pathology and Laboratory Medicine	1
16	Visiting Medical Observer Application and Agreement	1
17	Prosthetics/Orthotics Professionals Application Form	1
18	Joint Commission 2006 Patient Safety Goals	150



الجامعة الأميركية في بيروت - المركز الطبي

AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER

Accreditation & Risk Management Office



B. Risk Management

Sr. No.	ACTIVITY	VOLUME
1	Received, analyzed, recorded, and investigated patient-related incident reports	209
2	Reviewed patient records for potential medico-legal cases and major incidents	22
3	Participated in performing root cause analysis for sentinel events	2
4	Recorded the minutes of Risk Management Committee meetings	46
5	Received and forwarded the Emergency Care Research Institute (ECRI) alerts on weekly basis	50
6	Prepared monthly statistical reports on patient-related incidents	12
7	Provided risk management education to medical / nursing staff	6

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