

PROGRAM MEMORANDUM

To: Acute Care Patient Safety Officers, Senior Corporate Officials, and Authority Staff

From: Patient Safety Authority Program Office

Date: December 21, 2022

Re: Program Memorandum No. 2022-03—New Requirement Regarding Internal Investigation Documentation

As anyone in patient safety can attest, the more information available following an event, the higher the likelihood of preventing its recurrence. This truth is exponentiated by the Patient Safety Authority's (PSA's) ability to see statewide trends that may be unapparent at the facility level.

Beginning in January 2023, facilities will be required to provide internal investigations related to events submitted to the Pennsylvania Patient Safety Reporting System (PA-PSRS), upon request.

Investigation requests will be sent directly to patient safety officers. Investigation documents may include root cause analyses, mini-analyses, and manager or patient safety officer follow-up notes. At a minimum, submitted investigations must identify the cause of the event, if known, contributing factors, and actions taken to prevent recurrence.

These documents will provide more detailed information for “deep dive” analysis on a specific topic or individual event. **Any information provided to PSA will be considered a required component of the PA-PSRS report and will remain confidential.** Instructions to upload information into PA-PSRS will be provided with all requests.

Please contact your patient safety liaison if you have any questions. We look forward to working together to continue to protect patients across the Commonwealth.

Sincerely,

The Patient Safety Authority