

SAFETY AGENDA MOBILE APP

GENERAL INFORMATION



"Una manera de hacer Europa"



WHY THIS APP?

This app is part of a scientific project to improve the management of patient safety. The project reference is FISABIO 15/310. Please find information about the project team at <http://www.segundavictimas.es/>. The procedures followed to select the app contents are described in this paper: http://lcsi.umh.es/docs/papers/2016_SAMA.pdf.

TO WHOM?

This app is aimed at managers of hospitals, and helps them keep up with recommended actions, as specified by second victims and patient safety literature, including ISO/UNE 179003:2013 norm.

HOW DOES IT WORK?

The app shows a list of recommended actions in the field of patient safety, organized by categories. Each action shall be taken with a certain periodicity (quarterly, annually, etc.). The director of the hospital indicates the dates when each action has been carried out, and the app records these data to maintain an updated list of the tasks performed and to-dos.

In addition, it is also possible to generate reports showing the level of compliance of the actions carried out by the centre as recommended from this app. To assign activities to different managers between members of the same management team you must: (1) reach an agreement on who is responsible for each activity and (2) individually enable or disable these activities in the app.

The application allows you to create custom tasks for each hospital's own activities. This way, you can tailor the application to your specific needs.

DATA PRIVACY

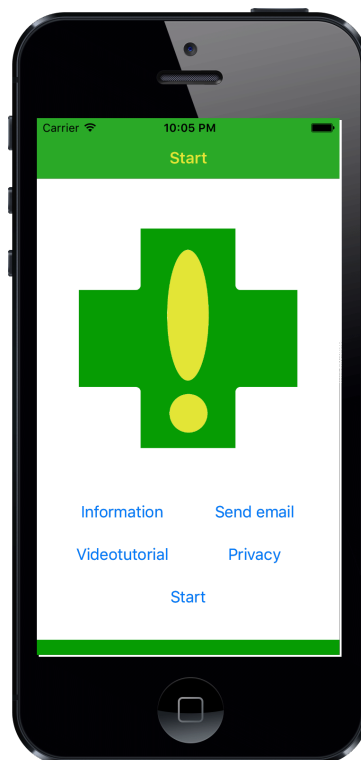
Data included in the app about the actions taken and reports generated is completely private: your data is not uploaded to any server and is not accessed externally; it remains exclusively on the device where the app is being used.

HOME SCREEN

The initial screen shows three options:

- Read this informative text.
- Watch a video-tutorial.
- Send an email to the developers.
- Show privacy terms.
- Start using the app.

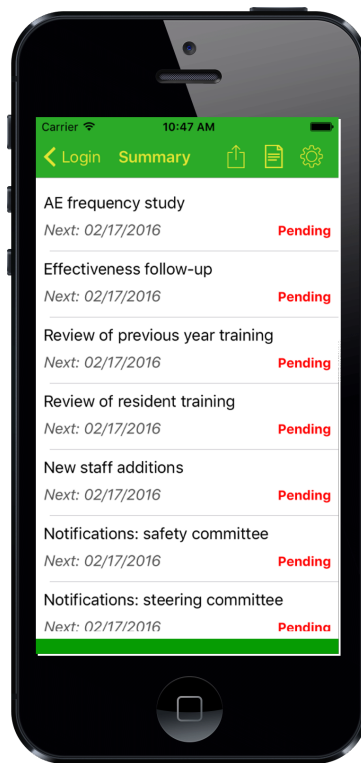
At any time, you can return to the home screen to view these instructions.



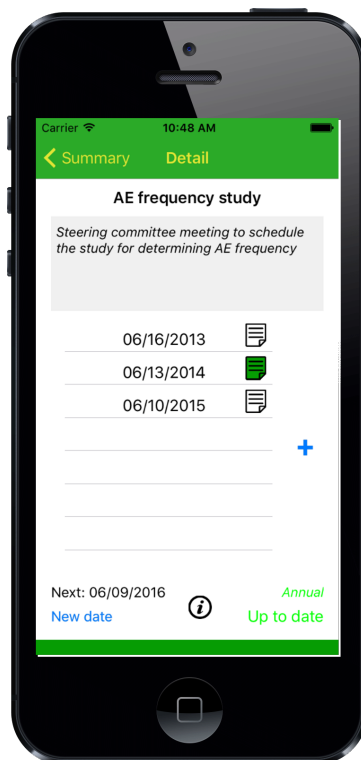
SUMMARY SCREEN

At start, we enter the summary screen, where the app shows all activities, ranked according to their immediacy. There are three possible states for each activity:

- Pending: the activity should have been carried out, but it has not.
- Scheduled: when the user has modified the original schedule for this activity (i.e. it has been postponed to a later date).
- Up to date: The scheduled date for the activity has not arrived yet.

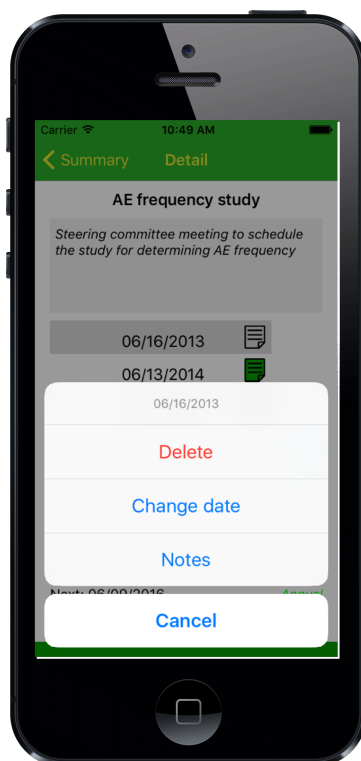


By tapping on any of the items in the list, we reach a new screen, where the activity is shown in detail:



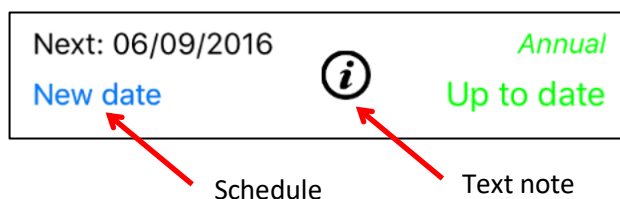
In this new screen, all activity data are displayed. Besides, you can add, delete or modify the dates when the activity was carried out. When we start the app for the first time, we must fill all the dates when we have carried out that action so far. Usage is straightforward:

- To add a new date you must click the ' + ' button on the right.
- To modify or delete a date; or to check or add a text note, you must tap on the corresponding row. Dates when the action was carried out with added text notes are clearly distinguished by a green filled logo.

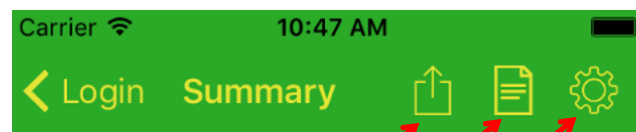


In this detail screen you can also:

- Schedule the activity by tapping on the 'New date' button, which allows you to choose a new date for the activity.
- Write or check a text note, with details on how to perform the activity, by clicking on the Info button.



Back to the summary screen, the buttons on the top right allow you access the configuration area; generate a PDF report showing the current status; or to make a backup copy of your data.



Backup copy

PDF report

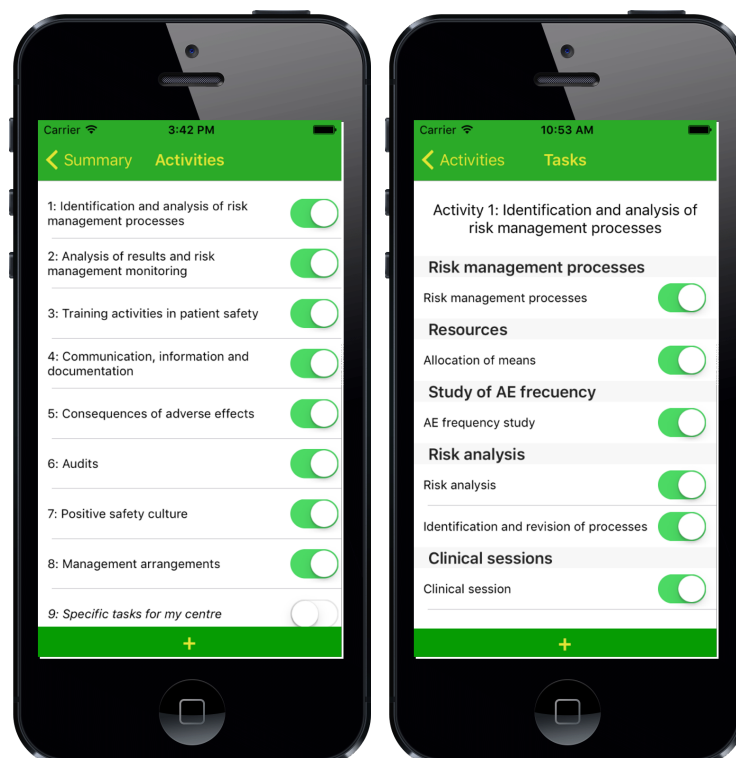
Setup area

SETUP AREA

In the setup area, you can enable or disable each of the activities proposed by the regulations. The reasons are twofold:

- First, to adapt the app to the specific needs of each hospital. In some centres, certain activities will not proceed.
- Second, to allow the distribution of tasks among more than one manager. At hospitals where patient safety is managed by several people, each of them should install the app on their phones and activate a certain subset of activities.

Activities are grouped into blocks to help you select them easily. The first configuration screen allows you to enable or disable complete blocks and, by tapping on a certain block, you can access a second, more detailed screen where you can enable or disable each task independently:

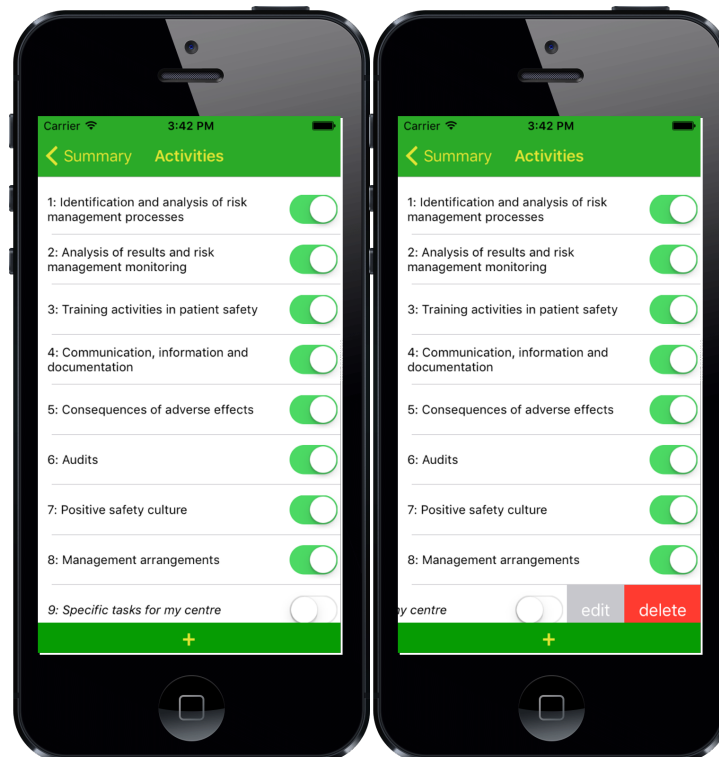


In the configuration screens you can also create your own tasks, specific to our hospital. To do this simply tap the ' + ' button at the bottom of both setup screens:

- If you press the ' + ' button in the *Activities* screen, you create a new activity.
- If you press the ' + ' button on the *Tasks* screen, you create a new task within the activity.

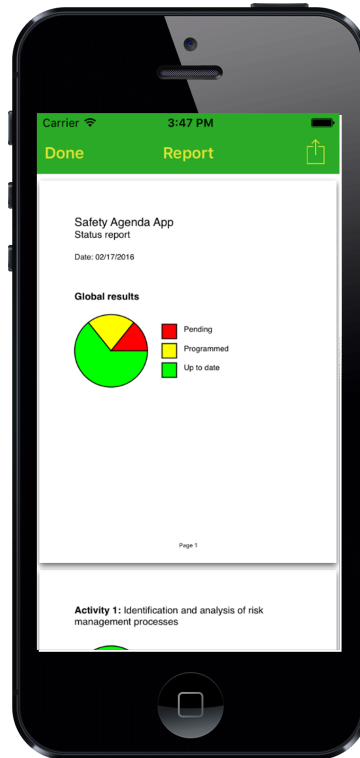
The activities or tasks of our hospital are shown in italics to distinguish them from the activities and tasks of the original application; and to tell you that you can edit or delete them if you wish.

To delete or edit a task or activity, just slide it to the left, and a menu with delete or edit options will appear.

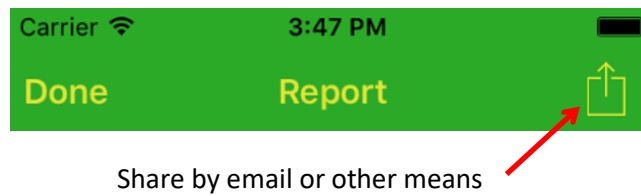


PDF REPORT

The app allows you to create a PDF report like the one shown in this screenshot:



The report can be shared via email or by any means available in your phone; you just need to tap on the icon in the upper right corner:



Share by email or other means

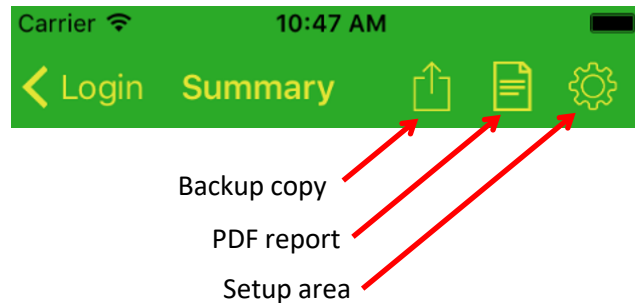
Please note that inactive activities will not appear in the report.

BACKUP COPY OF YOUR DATA

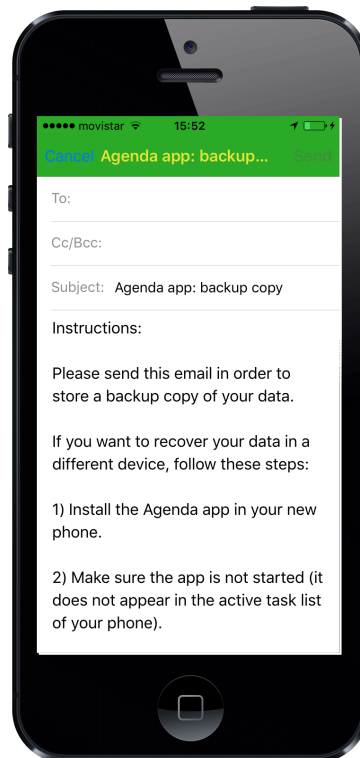
All data entered into the application is stored locally and not sent to any server, for confidentiality reasons.

Therefore, it is very important to back up your data regularly. Backups can also be used to transfer data to a new phone if you wish.

The procedure for backing up is straightforward: just tap the 'Backup' button on the summary screen:

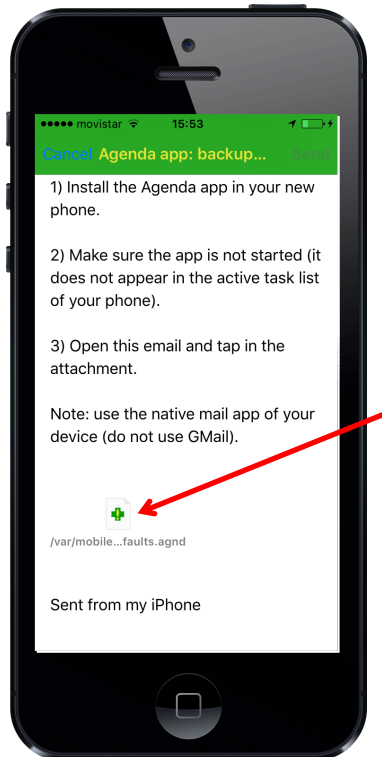


The application will create a backup copy of our data and will automatically create an email message so that we can send it to whatever email address we select. In the email itself there are instructions on how to recover the data from a new phone:



Retrieving your data from the backup copy to a new phone is also very simple. You must follow these steps:

1. Install the app on your new phone.
2. Make sure that the app is not running (i.e. it is not shown in the list of active tasks of your device).
3. Use your device's native email app (not Gmail) to open the backup email.
4. Tap on the backup file.
5. The Safety Agenda App will recover your data and will start automatically.



LAST UPDATE

You are using version 2.0 updated on July 11, 2020. Changes from previous versions include:

- Extra items added according to the new situation after COVID19 crisis.

Project funded by:



"Una manera de hacer Europa"



Scientific project team:

<http://www.segundavictimas.es/>

Mobile app developed by:

