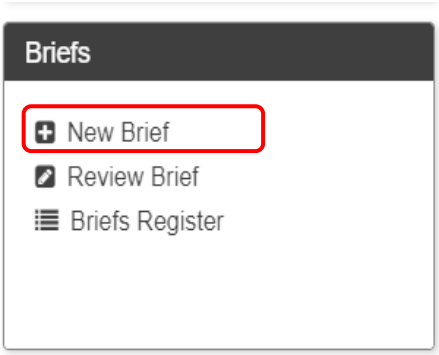
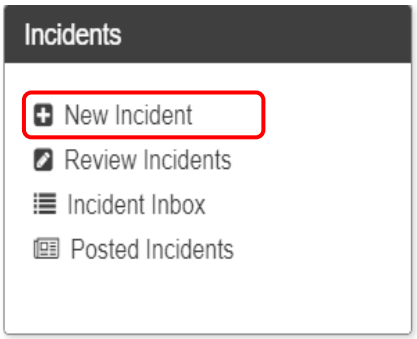
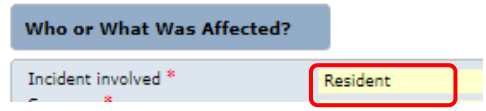
QUICK REFERENCE GUIDE - COVID 19 Reporting in RiskMan

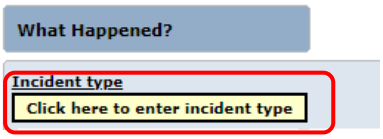
Riskman COVID 19 Module	
	Staff Blue Care employees/volunteers who have worked within 48 hours of receiving a positive COVID result. If an employee has contracted COVID 19 and considers that the carrying out of work is a significant contributing factor of the infection, a second record needs to be created in the Incident Module as a WHS Incident. The Incident module continues to be the place of capture for Client and Resident COVID reporting.
Riskman Briefs Module	
	**Residential** Commence New Outbreak Brief when outbreak occurs. An Acute Respiratory Infection Outbreak (including COVID 19) is defined as: ➢ Two or more residents diagnosed with COVID-19 or Influenza via RAT or PCR test within 72hrs of each other, and who have been onsite at the RACF at any time during their infectious period Log notifications to external bodies and ensure all PHU directives, conversations are captured. **Attach** Line Listing into the brief.
RiskMan Incident Module	
	**Residents** Entry should be completed for confirmed or suspected Residents. **Client (Community)** Entry should be completed for confirmed client. **Employees/Volunteers** A WHS incident record is to be initiated (in addition to the COVID Module entry) if an employee contracts COVID 19, and based on the type of work they undertake, believe the infection was most likely caused by workplace exposure (including any infection that is reliably attributable to carrying out work that involves providing treatment or care to a person, or that involves contact with human blood or bodily substances).

RiskMan Incident Module- Entering COVID 19 details

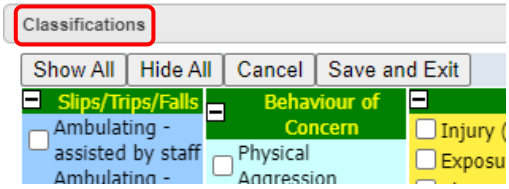
Residents and Clients



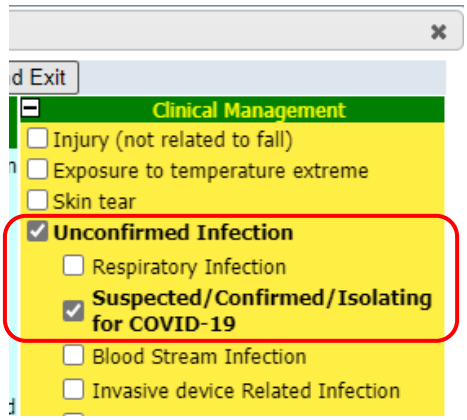
Select: Resident or Client in the *Incident Involved* field of the **Who or What Was Affected?** section.



Select: Incident type in the **What Happened** section



Select: Show All in the pop up '*Classifications*' window



Select: Unconfirmed Infection and then Suspected/Confirmed/Isolating for COVID-19 in the **Clinical Management** section

Select: Save and Exit

Enter: Yes or No – '*Has the infection been confirmed by pathology'* in the **Infection Control** section
Include results from both rapid antigen test (RAT) and polymerase chain reaction (PCR) test.

Select: One of the following items – *'What is the pathology result?'*

- COVID-19
- COVID-19 Suspected

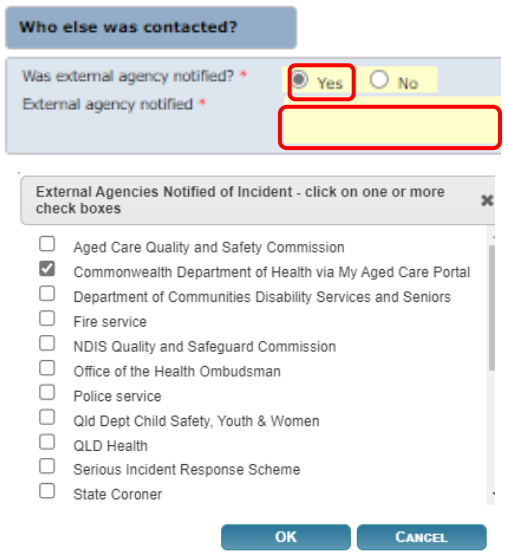
Select: One of the following items - Type of infection

- Suspected COVID-19 (swabs taken)
- Isolation for COVID-19 (no swabs taken)
- Confirmed COVID-19

Enter: Yes or No- Antibiotic prescribed?
Note: If Antiviral prescribed, select Yes

RiskMan Incident Module- COVID Related Death

Any resident or community client that passes away within 28 days of their COVID 19 positive test result are classified as catastrophic. Additional details should be added to the COVID incident in this case as follows:

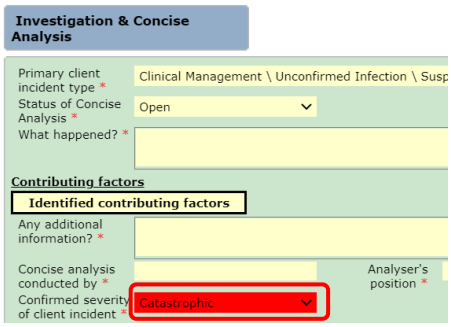


Navigate: to existing COVID Incident record for client/resident

Select: YES to – '*Was external agency notified'* in the **Who else was contacted section**

Select: "Commonwealth Department of Health via My Aged Care Portal" in addition to other relevant agencies in '*External Agency Notified*' list that pops up.

Select: OK

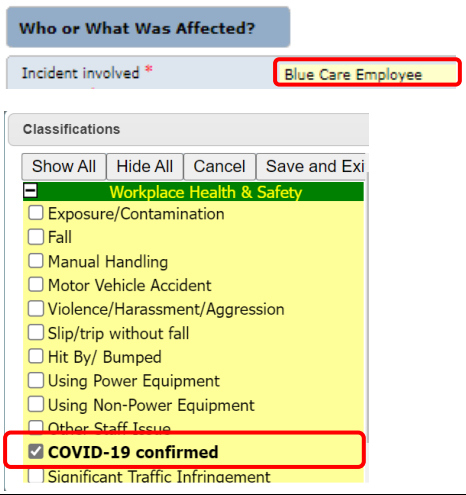


Select: **Catastrophic** in the '*Confirmed severity of client incident'* in the **Investigation and Concise Analysis** section.

This will require a comprehensive analysis to be completed.

PHU directives to surveillance test all resident/staff do NOT need to be individually logged. At that time an outbreak brief to be initiated. This also includes RAT surveillance testing as per Blue Care process.

RiskMan Incident Module- COVID WHS Incident



<u>For Employees and Volunteers:</u>

Select: Employee in the *Incident Involved* field of the **Who or What Was Affected?** section.

Select: COVID-19 Confirmed from the Workplace Health and Safety list.

Select: Save and Exit

Please refer to *WHS Incident Record KIP* on L&C Portal for further instruction.