

SAS File Management Responsibility Matrix

As of 2/27/2017

		Required Action		
General Event Type	Specific Event Type	Review & Follow-up	Sign-Off	Close
Dialysis Treatment	Water/Equipment related	Unit Manager FSS Manager	Unit Manager FSS Manager	Tech Services Dir
	All Others	Unit Manager	Unit Manager	Unit Director
Patient Behavior	All	Unit Manager Social Worker	Unit Manager	Social Worker Mgr
Patient Grievance	All	Unit Manager Social Worker	Unit Manager	Social Worker Mgr
CPR/Airway Management	All	Unit Manager	Unit Manager	Unit Director
Blood Product	All	Unit Manager	Unit Manager	Unit Director
Equipment / Medical Device	All	Unit Manager	Unit Manager	Unit Director
Adverse Drug Reaction	All	Unit Manager	Unit Manager	Unit Director
Patient/Visitor Fall	All	Unit Manager	Unit Manager	Unit Director
Infection	All	Unit Manager	Unit Manager	Unit Director
Patient and Staff Security	All	Unit Manager Security Mgr HR Manager	Unit Manager Security Mgr HR Manager	HR Director
Lab/Specimen	Issues w/ Specimen Processing Delay, Delivery, Lost; Testing	Unit Manager Lab Liaison	Unit Manager Lab Liaison	Unit Director
	All Others	Unit Manager	Unit Manager	Unit Director
Medication	All	Unit Manager	Unit Manager	Unit Director
Pharmacy	All	Pharmacy Mgr	Pharmacy Mgr	Pharmacy Mgr
Facilities	All	Unit Manager Facilities Mgr	Unit Manager Facilities Mgr	Facilities Director
Healthcare IT	All	Unit Manager IT Manager	Unit Manager IT Manager	IT Manager
Good Catch	All	Unit Manager	Unit Manager	Unit Director
Employee Event	Needlestick/Sharps; Exposure	Unit Manager Employee Health HR Manager	Unit Manager Employee Health HR Manager	HR Director
	All Others	Unit Manager HR Manager	Unit Manager HR Manager	HR Director