

Information;

1. You may submit a scanned signed copy to:
USTCSGPatientMove@ustranscom.mil

2. Mailing address: 203 W. Losey Street Bldg 1700 Suite 1700
Scott AFB, IL 62225-5233

3. MAJCOM representatives are:
 - a. John Starzyk Col 4 AF/A3O DSN 447-6526
 - b. Carol Mellom Col 22 AF/ A3O DSN 625-4533
 - c. Julie Stola Lt Col AFRC DSN 497-1054
 - d. Brian Anderson Lt Col AMC/SGP DSN 779-6306
 - e. Kathy Groce Lt Col ANG DSN 278-7221
 - f. Janice Zautner, GS CENTAF DSN 965-4421
 - g. Scott Tonko, Maj PACAF DSN 448-1620
 - h. Darcy Mortimer Capt USAFE DSN 480-8015

Squadron Letterhead

Annual AE Patient Safety Report Template

Submit to USTC/SG Patient Movement Safety and MAJCOM representative by 15 Feb.

1. Organizational Design
 - a. Pt Safety Manager, appointed in writing
 - b. Assistants or person designated to enter data into computerized tool
 - c. Position within organization (e.g., member of executive management committee)
 - d. Reporting Structure

2. PS Education and Training metrics
 - a. Initial conducted or date anticipated
 - b. Number of members receiving training
 - c. Plan for providing training for those member not present for initial training
 - d. Plan for conducting annual training
 - e. Plan for inclusion of patient safety in training activities (i.e., on ARMS missions) if applicable.
 - f. DoD Patient Safety training attended or date anticipated

3. Pt Safety Goals and Performance Standards

4. Statistics Review of 2852s submitted, actual or simulated for training
 - a. Data analyzed
 - b. Result of analysis
 - c. Identify top three patient safety concerns, giving special emphasis to issues beyond the unit's control

5. Events reviewed (method utilized, e.g., root cause analysis)
 - a. Corrective action taken and follow-up accomplished to determine effectiveness (locally)
 - b. Recommendations for Process Improvement (Global)

Signed by Pt Safety Manager and Unit Commander