**[DAY OF WEEK]** is Safety

Event Reporting Day!

On [DAY OF WEEK]s, staff should report every single patient safety issue they recognize. While events can be electronically reported on any day, this weekly routine is intended to increase mindfulness and focus our reporting efforts.

**Who Should Report?**

All staff, clinical and administrative

**What To Report?**

Anything that should NOT have happened & we don’t want to happen again

**When To Report?**

Anytime, but concentrated efforts on [Day of Week]s for reporting every single recognized event

**Where To Report?**

Electronically submit using [Name of Event Reporting System]

**Why Report?**

To help identify flawed processes, make improvements, and prevent future harm

See One. Report One.