

## **VERITAS Tool-Kit**

Welcome to your role as a VERITAS reviewer. You are responsible to review events based on a specific location or event types. You will find in this tool-kit everything you will need to be successful in your VERITAS responsibilities.

### **What is VERITAS?**

VERITAS is a Latin word that means “truth”. Essentially in VERITAS we aim to find and record the truth of what takes place in any adverse event at VUMC. These events affect patients, visitors, and employees. Any adverse event affecting any one of these individuals should have a VERITAS report completed. The web form for VERITAS can be found at [VERITAS.mc.vanderbilt.edu](http://VERITAS.mc.vanderbilt.edu).

### **VERITAS expectations and resources for reviewers**

Reviewers are to review and follow up on all events in 7 days of the event being entered into VERITAS.

All events should be signed off within 14 days of event entry.

Please click on the link for [Reviewer Training](#) with instructions on how to review and sign-off

### **How can I know if all my reports are reviewed and signed-off?**

A weekly report prepared by Risk Management will be sent to you which will provide details of all the events that have not been properly documented as reviewed and signed off. This will allow you to know which events need to be addressed. Please contact Kevin O’Bryant at extension 6-5922 to be added to a weekly report that will provide this information to you.

### **How can I track my compliance over time?**

Included on the Risk Management webpage are graphs that gives a history of how each location in VERITAS is doing in completing the review and sign-off follow-ups. You will be able to see if there is improvement in performance over time or if there is a need to give attention to being compliant with the standard. Please click the link for [VCH](#) or [VUH](#) to see how your area is doing.

### **An Ounce of Prevention**

Risk Management has a monthly newsletter that will present Risk Management topics affect VUMC and ideas that on how to deal with issues. [An Ounce of Prevention](#) will assist you in your work.

### **Feedback to staff**

Within VERITAS there are a number of reports that available to be run at any time that can provide feedback to staff on how your area is doing. Feedback can be given at staff meetings, meetings with department leadership, or one on one meetings with staff. Please contact Kevin O'Bryant at extension 6-5922 for additional training on reporting available in VERITAS.

### **Good catch**

Each month when rounding, take time to personally thank 4-5 individuals for entering specific VERITAS and discuss with them how entering the events will positively affect patient care.