

## **Zero seclusion: Safety and dignity for all**

### ***Always Report and Review (ARR) Readiness Action Plan***

#### **Purpose:**

This action plan is to help your team prepare for all seclusion events as an Always Report and Review (ARR).

#### **1. Key people and roles**

<b>Question</b>	<b>Our response</b>
<u>Quality lead:</u> Who will be our quality lead responsible for harm (adverse) event management (mental health and general)?	
<u>Notification:</u> Who in the team needs to be aware if a seclusion ARR event occurs? How are they notified? Who is responsible for notifying Te Tāhū Hauora i.e. submitting part A?	
<u>Review of harm process:</u> Who debriefs with the consumer and/or whānau during and after the review process? Who coordinates the seclusion event evaluation process? Who is responsible for entering the event evaluation content into the Part B and submitting to Te Tāhū Hauora?	

#### **2. System preparation**

<b>Question</b>	<b>Our response</b>
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<p><u>Current recording process:</u></p> <p>What is the current process to record adverse events (eg, Datix, RiskMan)?</p> <p>Do we need to improve our current Seclusion event evaluation process?</p> <p>Does this already link with the wider organisation adverse event review processes?</p>	
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### 3. Getting ready for Harm (adverse) events Part A and B submission form changes

Question	Our Response
Has the team reviewed the updated Mental Health and Addiction SAC examples for seclusion and the ARR list?	
Have we updated and formalised our local processes to accommodate the updated ARR process?	
Who is going to update your system to include seclusion in your ARR process?	

### 4. Building Capability and Connection

Question	Our Response
Have we briefed our teams and leaders about why ARR matters (visibility, learning, consumer voice)?	
What training will staff require to assist in the updated ARR process and submission portal to Te Tāhū Hauora?	
Do staff know who to go to if unsure?	

### 5. Stakeholders to involve

- District sponsor for seclusion elimination
- Charge nurse manager and Acting charge nurse manager – Inpatient Unit
- Cultural advisors

- Consumer/whānau lead
- Patient safety/Quality lead
- Zero Seclusion Project Group
- Restraint committee and Clinical governance

## **6. Resources you'll need**

### **Te Tahu Hauora/HQSC**

- Updated MHA SAC examples to include seclusion
- ARR list
- ARR Seclusion Reporting Process Guide
- Zero Seclusion Change Package

### **Manatu Hauora/Ministry of Health**

- [Seclusion Event Evaluation Form](#)