

## **Squadron Letterhead**

**FROM: AES/CC or MDG/SQ CC**

**TO: AMC/SG En Route Care Patient Safety**

**SUBJECT: XXXAES/ASF Annual En Route Care Patient Safety Report**

1. Organizational Design
  - a. Pt Safety Manager, appointed in writing
  - b. Date Patient Safety manager attended either AMC or DoD Patient Safety Course
  - b. Assistants or person designated to enter data into PMQ-R TRAC2ES
  - c. Position within organization (e.g., member of executive management committee)
  - d. Internal Patient Safety Reporting Structure
  
2. PS Education and Training data for AES/ASF
  - a. Initial/Annual training conducted (topics covered)
  - b. Number of members assigned and number members that received training
  - c. How training was provided for those member not present for annual training
  - d. Plan for conducting annual training
  - e. How patient safety incorporated into training activities (i.e., on ARMS missions, during equipment training, etc)
  
3. Unit/ASF Pt Safety Goals for past calendar year and any supporting data showing how the goals were met or not met along with any further plans/recommendations
  
4. Data Review of 2852s submitted
  - a. Events analyzed/any local trends
  - b. Result of analysis
  - c. Local actions taken if applicable
  - d. Any real events reported that required a local event review (if yes--summarize along with actions completed)
  - c. Identify top patient safety concerns (local and/or system-wide)
  
5. Patient Safety Goals for the new year.
  - a. List AES/ASF patient safety goals for the new year

Signed by AES/ASF Pt Safety Manager  
Sig Block

Concur / Non-Concur

Signed by Unit Commander  
Sig Block