

Key Questions in the Reporting of Adverse Incidents (AI)

What constitutes an Adverse Incident?

Definition: “any event or circumstance arising during the course of the business of an HSC organisation that led, or could have led, to serious unintended or unexpected harm, loss or damage to people, property, environment or reputation,” i.e. it includes “near misses”.

Why should I report adverse incidents?

Adverse incident reporting is a crucial element of a robust clinical governance system. It is a method by which the Board receives an assurance from a Practice/Out of Hours Provider that there are systems in place to prevent or reduce the risk of injury or harm to patients.

AI reporting also provides an opportunity for practices/OOH to report, and have investigated, incidents which occur within the Health Service outside their Practice. You will be notified of the outcome in respect of such incidents.

When should I report an adverse incident?

Your Adverse Incident report should be an immediate response to the occurrence of an adverse incident relating to your patient. Do not investigate first!

You have a responsibility to report, within 24 hours, adverse incidents relating to the sudden or unexpected death of a patient. All other adverse incidents should be reported with 72 hours.

How do I report an incident?

You should complete form AIF1. This should be sent to the address at the bottom of the form.

What happens to my adverse incident report?

When an adverse incident report is received by the Integrated Care Directorate it is discussed with an appropriate Clinical Professional.

If an incident meets the criteria for serious adverse incidents (SAI), completion of the SAI form and subsequent report will be done by Integrated Care Staff. You will be notified of this and involved in any investigation.

For other incidents it may be that no further action is required by the practice or further information / action may be requested from the practice.

There may be learning for other practices from this incident and / or action the Board needs to take to prevent recurrence.

All incidents will be logged on a database held within Integrated Care.

Trend Analysis

Trend analysis of incidents will be carried out on a regular basis and practices will be notified of any common themes. Details of learning and action taken by the Board will also be notified to you.