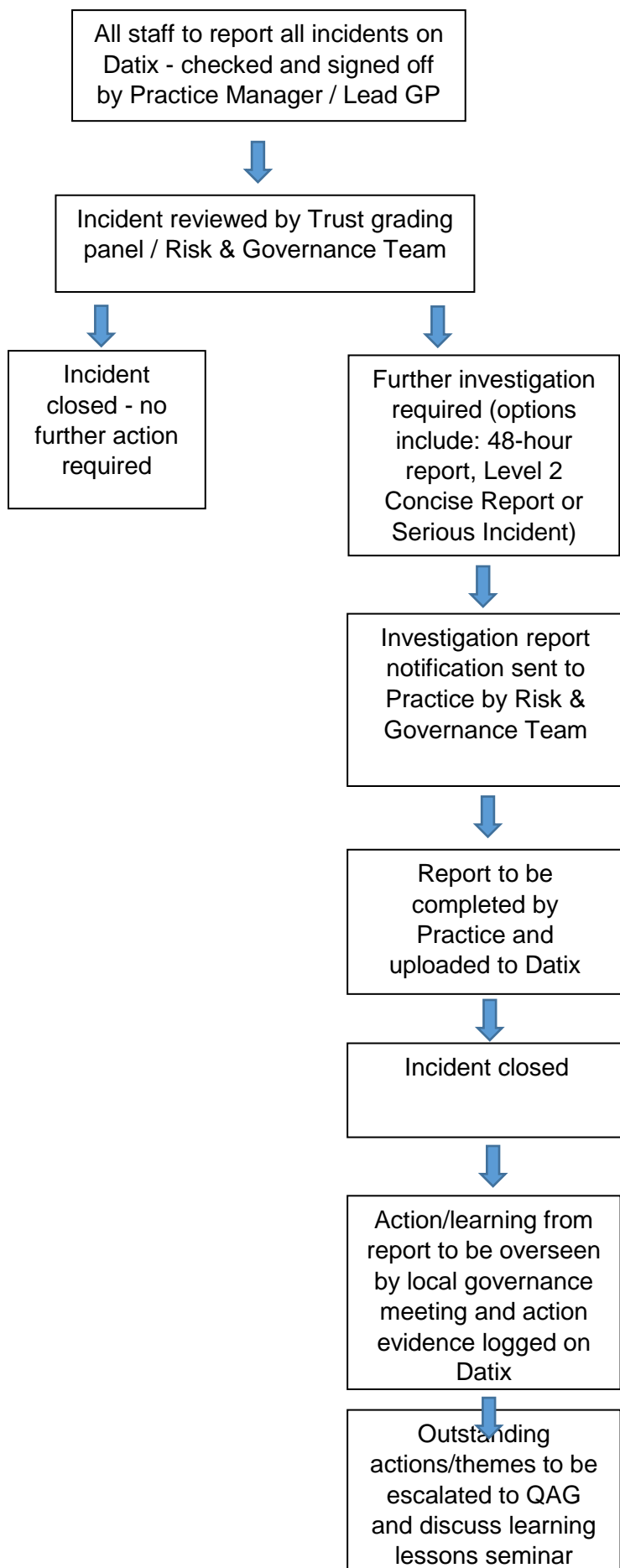


Datix Incident Reporting & Investigation – Process Map for Primary Care

V1.0 14.01.21



Definitions and Timelines:

Incident – any event which gives rise to, or has the potential to, produce unexpected or unwanted effects involving the safety of service users, staff, visitors on Trust premises or employed by the Trust, or loss or damage to property, records or equipment which are on Trust premises or belong to the Trust. This includes accidents, clinical incidents, deaths, security breaches, violence, and any other category of event which does or could result in harm. It also includes failures of medical or other equipment.

48 hour investigation report – purpose of the report is to obtain further information about the nature of an incident, the seriousness of the consequences, the remedial action taken, the learning that has taken place and any need for further investigation (deadline 48 hrs).

Level 2 concise report - may be requested where the 48 hour report does not contain enough information, there are concerns that do not meet serious incident criteria but warrant further investigation, or where an action plan is required (deadline 2 weeks).

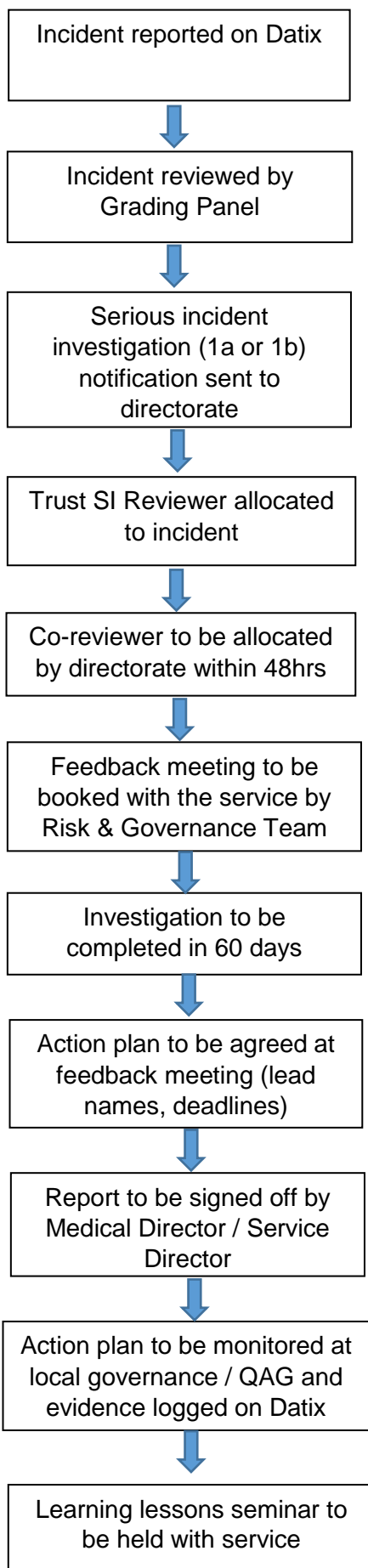
Serious incident investigation – will require a co-reviewer to support the Trust SI Reviewer with the investigation (deadline 60 days).

Duty of Candour – incidents resulting moderate or severe harm to patients are subject to this statutory regulation.

LeDeR – When you report a learning disability death on Datix, the incident team will manage the process for notifying the Learning Disabilities Mortality Review Programme (LeDeR) and will send you the relevant forms to complete.

Serious Incident Investigation - Process Map for Primary Care

V 1.0 14.01.21



Definitions:

Serious incident investigation – will require a co-reviewer to support the Trust SI Reviewer with the investigation (deadline 60 days).

Serious Incident Level 1a – panel investigation lead by an independent reviewer and a co-reviewer from a different Directorate to that where the incident took place.

Serious Incident Level 1b - panel investigation lead by either a corporate SI reviewer or a Directorate reviewer plus a co-reviewer from the Directorate where the incident took place.