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| **REPORTABLE INCIDENT FORM** |

**INCIDENT DETAILS**

*(Refer to Appendix 1 for GCPHN Reportable Incident Definition)*

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| **This is to notify GCPHN of:** | [ ]  Death        [ ]  Serious Injury     [ ]  Illness      [ ]  Harm [ ]  Professional Misconduct [ ]  Breaches of clinical, professional, or regulatory standards[ ]  Data Breach[ ]  Unlawful activity by a provider or a member of their staff[ ]  Standard of Service issues[ ]  Complaints that pose a risk to the reputation of GCPHN/Contractor[ ]  Other - Please describe: |
| Incident Details |
| **Date** |  |
| **Address/Location** |  |
| **Time** |  |
| **Description of the incident:** *Please provide information on the circumstance/s that resulted in the incident occurring including who was involved and who was notified. (This information is to be sent to GCPHN Immediately or within 1 working day in the case of death, or serious injury or illness of a staff member or service user Within three (3) business days for all other reportable incidents).* |
| **Did the person receive treatment following the incident?** [ ]  No [ ]  Yes – *Please describe treatment received:* |
| **Describe any actions taken immediately following the incident to prevent reoccurrence and/or reduce risk.** |
| **Describe any longer-term actions that the business will action/implement to prevent reoccurrence or reduce risk in the future.** *(This may take* ***up to******10 working days*** *to collate and should follow a thorough investigation by the contracted organisation, which may include staff interview/s, review of policy and procedures, review of business processes, quality and safety systems review etc. Please collate this information and send to GCPHN when complete).* |
| Details of the contracted organisation notifying of the incident |
| **Legal name** |  |
| **Trading name** |  |
| **ABN** |  |
| **Business address** |  |
| **Business email address** |  |
| Notifier’s details |
| **Name** |  |
| **Position at workplace** |  |
| **Contact details** | Email:   |
| Phone Number: |
| **Is this the person who should be contacted for further information?** | [ ]  Yes[ ]  No*(If no, please provide name and contact details of the appropriate person* ***below*** *should further information be required)* |
| **Name** |  |
| **Position at workplace** |  |
| **Contact details** | Email:   |
| Phone Number: |

**Appendix 1 – Definition of a Reportable Incident as per Service Agreement (Special Conditions)**

**Definition:** A reportable incident is any unintended or unexpected event in relation to the contacted service that contains one or more of the following components:

* death, serious injury or illness to a person
* harm or potential to a person
* allegation of professional misconduct
* suspected breaches of clinical, professional or regulatory standards
* suspected unlawful activity by a provider or a member of their staff
* activity which is contrary to the specified or expected standard of service outlined in the Contract/Schedule; and/or
* poses a risk to the reputation of GCPHN or Contractor, including Complaints that threaten to go to the media, a politician or the Department of Health.

**DOCUMENT CONTROL**

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| **Managed by:**Director Commissioning  | **Approved by:**Executive Director Commissioning | **Version:**2.3 |
| **Next Review Date:**31/05/2024 | **Date Approved:**26/07/2023 | **Status:**FINAL |

**REVISION RECORD**

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| --- | --- | --- |
| **Date** | **Version** | **Revision Description** |
| 04/08/2023 | 2.3 | Updated Reportable Incident definition to include: ‘A reportable incident is any **suspected or actual**, unintended or unexpected event…’. Removed ‘suspected’ from breaches of clinical, professional, or regulatory standards, and unlawful activity by a provider or a member of their staff. Included ‘data breach’. Included all components in *Incident Details* section to allow for trend data to be collected, as requested by the Board.  |
| 26/07/2023 | 2.2 | Updated Reportable Incident definition to include ‘Definition: A reportable incident is any unintended or unexpected event **in relation to the contracted service** that contains one or more of the following components…’ |
| 31/05/2023 | 2.1 | Minor formatting changes. Aligned review dates with Reportable Incident Policy (Contracted Organisations only) and Reportable Incident Work Instructions (Contracted Organisations only).  |