Adverse Event Management Flow Chart

Adverse Event Occurs

Undertake immediate actions to make people and environment safe and prevent further harm

Report incident in Datix within **24 Hours**

Has the event been graded as Category I- Major or Extreme

YES

*Complete SBAR for Major and Extreme Adverse Events as per process for the area the event occurred

Acute

HSCP

NO

Category II - Minor or Moderate

*Local Management Team review with multi-disciplinary input as appropriate

*Reviewer identifies and records in Datix findings, learning and improvement actions.

* Management team can choose to use a Complex Care Review (CCR)

Category III – No harm

*Line manager/delegate discussed with staff involved. *Reviewer identifies and records in Datix findings, learning and improvement

actions.

10 working days

Level of review commissioned

Local Adverse Event Review (LAER)

*Service led review to be completed.

*Report and improvement plan approved by Associate Director/General Manager or equivalent level dependant on Directorate as per process accessed here

*Datix closed by service.

*Final LAER document and actions uploaded to datix by service

Significant Adverse Event Review (SAER)

*Service identify lead reviewer (LR) and technical lead (TL)

* Fife Adverse Events (FAE) will notify service of 70 day target date for submission of SAER report for executive panel review

*TL and LR undertake review and prepare draft report

to be reviewed by the executive panel.

*Executive panel will make comments on the report and send back to the

*Improvement plan to be developed by service management team and approved by executive sponsor maximum 30 days from approval of report

Downgrade

90 working days

120 working

Feedback and sharing learning

*Dissemination learning across and down the organisation