

 <b>Medical Human Resources (Pty) Ltd</b>	<b>Document:</b> Medical Human Resources – Policy	<b>Date:</b> 01/08/2006
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## Near Miss / Adverse Event Reporting

### Purpose

The purpose of this policy is to ensure the correct completion of a near miss / Adverse event report

### Scope

This policy applies to

- Medi-Nurse/Staff Panel Members
- Clients
- Medi-Nurse/Staff Manager
- Quality Control Manager
- Clinical Trainer
- Senior Co-ordinator

### Definitions

Term	Definition
Near Miss	Is a potential for harm or error which is intercepted prior to the completion of the event or by chance, resulting in no harm
Adverse Event	An adverse event is that which leads to unintended or unexpected but actual harm, loss or damage
Public Liability Claim	Any matter where a party claims damages relating to injury to visitors and loss of property, but that excludes claims related to motor vehicles
Professional Indemnity Claim	Any matter where a party claims damages sustained due to negligence or alleged negligence with respect to the treatment or care of the patient by MHR employees.
Impact	This indicates the actual consequences of the near miss or adverse event
Likelihood	This indicates the probability of the near miss or adverse event from occurring or reoccurring

## Policy Statement

- Near Miss / Adverse Event report to be completed as soon as possible
- Report to be factual and in chronological order

## Procedure

Step	Action
1	Report the near miss / adverse event immediately to the Head of the department / Manager on duty (after hours)
2	Prepare the report as soon as possible after the event, <b>before going off duty</b>
3	Obtain Near Miss / Adverse Event report document from Head of department / Manager on duty (after hours) <b>Note: Complete Hospital's Near Miss / Adverse Event report, if not available complete Medical Human Resources Near Miss / Adverse Event report (See Addendum 1)</b>
4	Complete the report as follows: <ul style="list-style-type: none"> <li>• Use clear, concise language (without abbreviations)</li> <li>• State only known facts in chronological order</li> <li>• Write only what you yourself saw, heard or did</li> <li>• Keep the report short and to the point</li> <li>• Specify the correct patient details, date and time</li> <li>• Prepare your report independently</li> <li>• Write down the names of any witnesses</li> <li>• Ensure that the information stated in the report correlates with the information recorded in the patient's file</li> <li>• Complete the report in permanent ink</li> <li>• Ensure that your signature is legible with the correct designation</li> </ul>
5	Hand report over to Head of Department who will check the report for completeness and forward it to his/her manager
7	Manager of Department (non-nursing) / Nursing Manager will investigate event and forward a copy of the report to the Medi-Nurse or Medi-Staff Manager at the regional office
8	The Medi-Nurse or Medi-Staff Manager will contact the panel member on receipt of the report to discuss further steps

## Associated Documents

Title	Location/Number
Near Miss / Adverse Event Report	Hospital/Addendum 1



