*Do not save to this document - use ‘File, Save As’ and rename document. All text prompts should be removed prior to submission.*

**
CLINICAL INCIDENT BRIEF**

**Reference No: insert Objective Number (Arial 9 font)**

**To: CHIEF EXECUTIVE OFFICER, insert Network or Service**

|  |  |  |  |
| --- | --- | --- | --- |
| Submitted by | **Insert Name and Title (eg Director of Nursing and Midwifery)** | **/ /**  |  **/ /** |
| 🞏 Authorised by | **Insert Name and Title (eg Executive Director of Nursing & Midwifery)** | **/ /**  |  **/ /** |

subject: (bRIEF DESCRIPTION OF INCIDENT, *eg. Medication incident resulting in serious harm)*

**Timing:** **URGENT**

**Notice:** This brief contains information that some readers may find distressing.

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| **Recommendations:** It is recommended that you:1. Note (insert a one sentence summary – e.g. A medication incident occurred at X Hospital on 1 January 2021 and resulted in serious patient harm).

*Noted*1. Approve a copy of the CIB to be sent to: *(refer to Topic Guide)*

[ ]  Chief Executive, Department for Health and Wellbeing (DHW) [ ]  Office of the Minister for Health and Wellbeing *(at CEO and CE discretion)*[ ]  Chief Psychiatrist, DHW *(the incident involves a mental health consumer or facility)* [ ]  Chief Child Protection Officer, DHW *(the incident involves a child protection matter)*[ ]  DHS and Wellbeing SA – NDIS Participant *(the incident involves a NDIS participant)* *If the patient is a NDIS participant, attach the patient’s name, DOB and NDIS provider name if known for the CEs office to forward to DHS and Wellbeing SA.**Approved / Not Approved* |
| **Chief Executive Officer****insert Network or Service** / /  |

* *The briefing should ideally be no more than two pages (not including recommendations and signature blocks). If necessary, consider using attachments.*
* *Use a* [*Plain English style of writing*](http://inside.sahealth.sa.gov.au/wps/wcm/connect/fefcd4804046233a8afabfa05d853418/020_plain_english_guide.pdf?MOD=AJPERES&CACHE=NONE&CONTENTCACHE=NONE) *and refer to the* [*SA Health Style and Protocol Guide.*](http://inside.sahealth.sa.gov.au/wps/wcm/connect/ed5d63e0-9cef-424f-b6b1-6b381506e481/SA%2BHealth%2BStyle%2Band%2BProtocol%2BGuide%2Bv%2B2.0.pdf?MOD=AJPERES&CACHE=NONE&CONTENTCACHE=NONE)
* *In the main body of the briefing, include 6pt spacing after each section.*
* *The text should be left justified, Arial 11 font and all margins should be 2.5 cm.*
* *Insert information classification into the footer –* [*refer to quick guide*](http://inside.sahealth.sa.gov.au/wps/wcm/connect/8e33de9b-7331-4ed3-9099-c4255fb422f1/Quick%2BGuide%2Bto%2Bthe%2BInformation%2BClassification%2BSystem.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-8e33de9b-7331-4ed3-9099-c4255fb422f1-nJC4j94)*.*
* *Content should be concise, factual and based on current knowledge.*
* *Note patient and staff names should not be included in the Clinical Incident Brief.*

**PURPOSE**

1. To provide information for the CEO about a (incident type\*) at (insert facility or service, LHN) on (insert date) that resulted in (insert outcome).

*Purpose example: To provide information to the Chief Executive Officer about a sentinel event medication incident at the X Hospital, X LHN, on 21/10/2022 that resulted in death of a patient.*

\* Incident types include:

* cluster incident,
* confirmed ISR 1 or 2 incident,
* NDIS or Aged Care SIRS mandatory reporting of confirmed ISR 1 or 2,
* patient incident with significant media potential, or
* SA Health system failure or
* Sentinel event [*https://www.safetyandquality.gov.au/our-work/indicators/australian-sentinel-events-list*](https://www.safetyandquality.gov.au/our-work/indicators/australian-sentinel-events-list)
1. SLS notification: SAHI-insert number, ISR(insert score), Date: (enter date reported)
2. Patient details: insert age and gender

**SUMMARY OF ISSUES**

*Only include high-level points to provide an understanding of the incident and associated management; note dot point prompts below are suggestions only, not mandatory content.*

1. Brief description of the incident and risk
* *Sequential incident facts, contributing factors, additional detail about the patient outcome and/ or impact on staff and ongoing risks.*
* *Comment if the patient is a NDIS participant or Aged Care Consumer (Commonwealth Aged Care Community or Residential Packages)*
* *Where possible limit this section to no more than 10 dot points*
1. Actions taken to manage incident and minimise risk
* *Immediate steps taken to ensure ongoing safety and wellbeing of the patient / staff*
* *Content to inform CEO of incident management plan including open disclosure, external notifications and communications or other relevant plans.*
1. Will DHW need to be involved in the investigation and/or open disclosure? *(Remove option not required)*
* *No, DHW involvement will not be required.*
* *Yes, DHW will need to be involved in the investigation or open disclosure of the incident because the incident involves:*

*□ a cluster incident where it is known/suspected that five or more patients are harmed/ affected*

*□ more than one LHN, or multiple LHNs/ State-wide service**s*

*□ serious NDIS or Aged Care Serious Incident Response Scheme (SIRS) incident*

*□ significant media potential*

*□ add an additional category if required.*

**BACKGROUND**

1. *Background material should not duplicate the Summary of Issues section but provide background context* ***only if required.*** *The background section can be removed if not required.*

**ADVICE FROM OTHERS**

1. *This should include the Safety and Quality Manager / Clinical Risk Manager or delegate.*

**ATTACHMENT(S)**

Attachment 1: *Attachments to be listed by number and title.*

Attachment 2: *If not required, type N/A for this section.*

**Signature Block of Submitting Executive / Director** (to include signature followed by name, title, division or LHN/SAAS/ Statewide Clinical Support Services if relevant)

 / /

Director/Manager endorsement:

 / /

 *□ Clinical Incident Brief uploaded to SLS*

|  |  |
| --- | --- |
| Contact Officer:  | Telephone:  |
| Preferred email:  |