Radiation Incident Reporting

All incidents and near miss events must be reported locally and managed in accordance with the local risk management policy. MERU does not have a direct role in local investigations.

The roles of MERU in relation to patient radiation safety incidents are as follows:

- To receive notification of patient radiation incidents and review the immediate assessment and management of the incident to ensure best practice was adhered to.
- To receive the investigation report to assess the outcome of the incident and measures put in place to reduce the likelihood of recurrence.
- To identify incident trends nationally and initiate measures to address them at a national level.

MERU receives a copy of the initial incident report and a copy of the final investigation report of all notifiable incidents. This information is reviewed by a team of subject matter experts and follow up with the radiological location may be required.

MERU does not follow up with patients directly.

**PLEASE ENSURE THAT ANY INFORMATION THAT COULD POTENTIALLY IDENTIFY AN INDIVIDUAL PATIENT IS REDACTED BEFORE SUBMITTING REPORTS TO MERU.**

**Reporting a patient radiation safety incident to MERU:**

You can report an incident by contacting the Medical Exposure Radiation Unit at 01 6201624 or email rose.lindsay@hse.ie or meru@hse.ie. If you are unsure as to whether the incident needs to be reported, you can contact the Unit to discuss.

**Reporting Incident forms:**

- Medical Incident Definitions (Hospitals, DXA and Chiropractic) and Notification Process
- Incident Reporting Investigation Template
- Patient Radiation Incident Recording Form for recording Radiotherapy Incidents locally.
- Patient Radiation Incident Recording Form for recording Diagnostic Radiology Incidents locally.