

NIMS Data Dictionary

February 2023

NIMS Data Dictionary supporting incident reporting

The National Incident Management System (NIMS) is the key platform for HSE and HSE-funded healthcare providers to report incidents. It is not only a legislative requirement under the NTMA[[1]](#footnote-1) to report incidents of potential claims but reporting to NIMS provides an opportunity for learning locally and nationally by identifying incident trends and risks in the system. Having such rich information is invaluable to improving patient and staff safety.

To assist the HSE and HSE-funded healthcare providers understand and improve data quality the HSE NIMS team have composed this Data Dictionary which outlines and describes each of the data fields listed on both the NIMS incident entry and NIMS review screens. It will allow services to apply the same methodology and ensure consistency when entering incident data onto the NIMS screens at local level.

* NIMS incident entry screen – this allows for incident data to be captured onto the system once an incident has been identified. The incident details will be populated when the incident is first recorded onto the system. The reported incident information is then displayed in the NIMS tabs and **include General Incident Details, Specific Incident details** and **Additional Details.** The Incident entry screens allow for the incident details to be captured accurately
* NIMS Review screen- Incident review details can be entered directly onto this system. Review Information captured includes the results from the SIMT or Local review process, SAO details, SRE details, the review progress and conclusions.



This HSE NIMS data dictionary will be published on the HSE National Quality Patient Safety, National Incident management system (NIMS) website and will be reviewed annually for accuracy.

Acronyms used in this document

|  |  |
| --- | --- |
| NIMS | National Incident Management System |
| ATC | Anatomical Therapeutic Chemical |
| DPC | Data Protection Commissioner  |
| HSA | Health and Safety Authority |
| HIQA | Health Information and Quality Authority |
| HPRA | Health Products Regulatory Authority |
| HPSC | Heath protection Surveillance Centre |
| IMF | Incident management Framework |
| MDE | Maternal Death Enquiry  |
| MHC | Mental Health Commission  |
| NHO | National Hospital Office |
| NPEC | National Perinatal Epidemiology Centre  |
| QIP | Quality Improvement Plan |
| SAO | Senior Accountable Officer |
| SRE | Serious Reportable Event |
| QPS | Quality Patient Safety |
| KPI | Key Performance Indicator |
| SIMT | Senior Incident Management Team |
| CHO | Community Hospital Group |
| CEO | Chief Executive Officer |

Colour Coding used in this document

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| --- |
| Incident Review  |
| Standard Incident |
| Specific Incident Details |
| General incident Details |
| Incident entry- Additional Details |
| Location Look up |

| **NIMS Field Label Name** | **Data Definitions** | **NIMS Field Page Name** |
| --- | --- | --- |
| Additional Details on Outcome | This free text field is used to record additional details on the outcome of the incident on the person affected.  | Incident Review |
| Additional Outcome Since Incident |  This is a field that records when the injured parties injury/illness has deteriorated or worsened since the incident occurred (i.e. > 24hrs after the incident). It only provides the option to record a deterioration. If the person improves since the incident then that is not captured here as the initial harm remains relevant. The ‘Outcome at time of Incident Reporting’ field should not be altered to match the ‘Additional Outcome since Incident’ field. | Incident Review |
| An Garda Síochána |  The service/incident reviewer will record in this field if An Garda Síochána need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately. | Incident Review |
| Approach to review | This field is used to record, for each level of review (i.e. comprehensive, concise, and aggregate), the specific approaches to the review that will be taken (i.e. the approach to a concise review may be an After Action Review, Incident Specific Review Tool, etc.) Refer to the Incident Management Framework (IMF) section ‘Step 4 Categorisation and Initial Assessment’ of an incident.  | Incident Review |
| Body Part Injured | This field records the part of the body affected/ injured as a result of the incident which occurred. | Specific Incident Details |
| Body Part Other | An additional field which can be used to record when more than one body part has been affected/ injured as a result of the Incident which occurred. | Specific Incident Details |
| Brief Summary of the Incident | This field is automatically populated with the first 255 characters from the field 'Summary of Incident'. It is important that the information provided is factual based on the actual incident that occurred. This field only appears on NIMS reports.Note: Do not enter any information that could identify individuals. | General Incident DetailsReport field |
| Category of Incident | This field is system-generated and linked to the 'Severity Rating' field. There are three different incident category levels as outlined in the IMF. This field is auto-populated based on the reported "outcome at time of incident reporting". This can also be updated by populating the “additional outcome since incident” field which is available on the Incident Review screen.  | Incident Review |
| Category of person, affected | This field is used to record further details on the person affected, specifically related to the type of person e.g. nurse. | General Incident Details |
| Cause of COVID -19 Transmission(staff) | This field applies to staff related incidents only. It is a drop down list with 16 options about the transmission type. Multiple options can be selected. | General Incident Details  |
| Classification of Injury  | This field is used to record the injury/ injuries that were sustained at the time of the incident e.g. musculoskeletal/soft tissue injury  | Specific Incident Details |
| Commissioner Contact Details | This free text field is used to record the contact details of the commissioner of the review of the incident | Incident Review |
| Commissioner of the Review Name, & Title  | This free text field is used to record the name and title of the commissioner of the review of the incident. This is the SAO / designated person. | Incident review |
| Coroner | This field captures if the Coroner needs to be notified. Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident Review |
| Coroner Notified By | This field records the name of the person in the service who notified the coroner that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| Corrective Actions to Reduce Reoccurrence  | This field is used to record the mitigating actions to be taken to reduce the likelihood of a reoccurrence. Multiple options can be selected. | Incident Review |
| COVID-19 Work Related Contact (staff) | This field applies to staff related incidents only. It is a drop down list with 3 options about the type of contact i.e. Known casual contact, known close contact and no known contact.  |  General Incident Details |
| Create date  | This is a system generated field that records the date the incident /claim was first created in the NIMS system. | Incident Review |
| Data Protection Commissioner |  This field captures if Data Protection Commissioner needs to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident review |
| Date Absence Commenced | This field is for staff related incidents only. This field records the date in which a staff member left work as a result of injury or harm.  | Incident Review |
| Date Coroner Notified | This field records the date the Coroner was made aware of this incident.  | Incident Review |
| Date DPC Notified | This field records the date the Data Protection Commissioner was notified of the incident | Incident review |
| Date EPA Notified | This field records the date the Environmental Protection Agency were made aware of this incident.  | Incident Review |
| Date Gardaí Notified | This field records the date An Garda Síochána were made aware of this incident. | Incident Review |
| Date HIQA Notified | This field records the date the Health Information and Quality Authority were made aware of this incident. | Incident Review |
| Date HPRA Notified | This field records the date the Health Products Regulatory Authority were made aware of this incident.  | Incident Review |
| Date HPSC Notified | This field records the date the Health Protection Surveillance were made aware of this incident. | Incident Review |
| Date HSA Notified | This field records the date the Health and Safety Authority were made aware of this incident. | Incident Review |
| Date MDE Notified | This field records the date the Maternal Death Enquiry was notified of the incident | Incident review |
| Date MHC Notified | This field records the date the Mental Health Commission were made aware of this incident. | Incident Review |
| Date NHO Notified | This field records the date the National Hospitals Office were made aware of this incident.  | Incident Review |
| Date Notified | This field is used to record the **first date** when the service/health care staff member became aware of the incident. (To note staff should report any incident as soon as practicable after the incident was identified and within one day of becoming aware of it (as per the IMF) ) | Incident Review |
| Date Notified to SAO | This field records the date that the Senior Accountable Officer (SAO) was made aware of the incident that occurred within the healthcare service. In line with the IMF, the SAO must be notified within 24 hours for Category 1 incidents and SRE's. (In the context of the management of an incident, the Senior Accountable Officer is the person who has ultimate accountability and responsibility for the services within the area where the incident occurred. In a hospital group it would be a person with delegated responsibility for a service and reporting directly to the Hospital Group CEO, e.g. a hospital manager or the person delegated with overall responsibility for the management of a clinical directorate or service, in a CHO it could be the Head of Service and in the case of the NAS, it could be the NAS corporate area manager.) | Incident review |
| Date NPEC Notified | A field to capture the date the National Perinatal Epidemiology Centre was notified of the incident | Incident review |
| Date of Birth | This field is used to record the date of birth of the person affected/injured by the incident. | General Incident Details |
| Date of Incident | This field records the date on which the incident occurred. | General Incident Details |
| Date Other Notified | This field records the date other external authorities were made aware of this incident. | Incident Review |
| Date Returned To Work | This field is for staff related incidents only. This field records the date when a person affected by an injury or other harm returned to work. It is important to note that time lost cannot be calculated if this field is not filled. | Incident Review |
| Date Review Accepted by Commissioner | This field records the date when the Commissioner signs off on the review. There should be a Commissioner for all SRE's, Category 1 and Category 2 incidents. The Commissioner will be the SAO/ designated person for Category 1 incidents or SRE's and the Local Accountable Officer (LAO) for Category 2 incidents that are not SRE's. It is important to complete this field to calculate the timeframe of completion and for Category 1 incidents and SRE's it is used to calculate the 125 day KPI. | Incident Review |
| Date Review Decision Made | This field records the date when a decision is made on the level of review required which can be comprehensive, concise, aggregate, no further review required SIMT decision or no further review required local decision.The decision for review must be made within 72 hours or at the latest within one working week for Category 1 incidents and SRE's. The SIMT members will decide the level of review required. The 125 day target for completing the review will always start from the date when the service was notified of the incident. The end date for the 125 days is when the commissioner accepts the review.  | Incident review |
| Date review started | This field helps staff track the progress of the commissioned review. The review process generally commences on the date when a service is notified of the incident as fact finding begins. However, the field ‘date review started’ should be used when the service has decided on the review level i.e. comprehensive, concise or aggregate and a commissioned review has started. The 125 day target will always start from the date the service was notified of the incident to the date when the commissioner accepts the review. | Incident Review |
| Date RPII Notified | This field records the date Radiological Protection Institute of Ireland (RPII) were made aware of this incident. | Incident Review |
| Date Tulsa Notified | A field to capture the date the Tulsa was notified of the incident | Incident review |
| \*Days Taken to Notify SAO | This field auto generates the number of days taken to notify the SAO from the date of incident occurrence.  | Incident review |
| Did the Incident Relate to | This field is used to record the type of incident that occurred e.g. Person/Property/Crash collision/Dangerous Occurrence.**Person** An incident which involved/impacted a person e.g. staff member, member of the public, service user, contractor etc. Note: Person involved in a crash/collision should be recorded under the selection ‘crash/collision’. **Property** An incident which involved/impacted state or third party property. Note: Property damaged as a result of a crash/collision should be recorded under the selection ‘crash/collision’. **Crash/Collision** An occurrence involving a single/multi vehicle collision. This allows for recording of all crash/collision details including vehicles involved, drivers, passengers, pedestrians and other property. **Dangerous Occurrence** As described by the Health and Safety Authority (HSA) or any other Dangerous Occurrence as prescribed/deemed appropriate by the Enterprise/Authority.  | General Incident Details |
| Did this happen 'Onsite' 'Off site' | This field is used to record whether the incident happened 'onsite' meaning on the Hospital/healthcare premises or 'off site' meaning during transit, in the community, etc. | General Incident Details |
| Did this result in | This field is prepopulated based on the outcome at the time of the incident. It records if there was "Harm", "No Harm", or if it was a "Near Miss". | Specific Incident Details |
| Division | This field is used to record the overarching division within the healthcare setting where the patient was cared for when the incident occurred and that will have the responsibility to make a decision on the review of same. The current options for healthcare divisions are: National Services, HSE HQ, Acute Hospitals, Mental Health, Primary Care, Social Care and Health & Wellbeing.  | General Incident Details |
| DPC Notified By | This field records the name of the person in the service who notified DPC that this incident occurred, but is limited to a list of NIMS users. | Incident review |
| Employee Number | This field is used to record the employee number of staff member/agency affected, if known.  | General Incident Details |
| Environmental Protection Agency | This field captures if Environmental Protection Agency need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident Review |
| EPA Notified by | This field records the name of the person in the service who notified the Environmental Protection Agency that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| Gardaí Notified by | This field records the name of the person in the service who notified An Garda Siochana that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| Gender | This field is used to record the gender of the person affected. | General Incident Details |
| Has Open Disclosure Happened?  | This field is used to record whether or not Open Disclosure has taken place.Open disclosure is defined as an open, consistent, compassionate and timely approach to communicating with patients and, where appropriate, their relevant person following patient safety incidents.  | Incident review |
| Health and Information Quality Authority | This field captures if Health and Information Quality Authority need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident Review |
| Health and Safety Authority |  This field captures if Health and Safety Authority need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident Review |
| Health Product Regulatory Authority | This field captures if Health Product Regulatory Authority need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident Review |
| Health Protection Surveillance | This field captures if Health Protection Surveillance need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident Review |
| Healthcare Record Number | This field is used to record the unique healthcare record ID number of the person affected | General Incident Details |
| HIQA Notified by | This field records the name of the person in the service who notified HIQA (Health Information and Quality Authority) that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| HPRA Notified by | This field records the name of the person in the service who notified the HPRA (Health Products Regulatory Authority) that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| HPSC Notified by | This field records the name of the person in the service who notified the HPSC (Heath protection Surveillance Centre) that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| HSA Notified by | This field records the name of the person in the service who notified the HSA (Health and Safety Authority) that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| If Other please specify | This field records whether it is necessary to notify an authority which is not already listed.  | Incident Review |
| Immediate Actions | This field is used to record the details of the immediate actions that were taken following an incident or near miss. | Incident review |
| \*Incident Create Date | The date the incident was created on NIMS. This field is auto populated. | Standard Incident  |
| Incident Result in Absence from Work? | This field records if the person affected by the incident was absent from work as a result of the incident  | General Incident Details |
| Incident/Hazard Category | This field is used to record the category of incident depending on the hazard. The High-level hazards include “Clinical Care”, “Exposure to Physical Hazards”, “Exposure to Psychological Hazards”, “Exposure to Chemical Hazards”, “Exposure to Biological Hazards”, “Crash/Collision” and “Property damage/loss (non-crash collision)”.  | Specific Incident Details |
| Information / documentation collected  | This field is used to record the type of documentation collected e.g. CCTV footage. Multiple options may be selected. | Incident Review |
| Is Recommendation Matched to Service QIP? | This field is used to record if the recommendation(s) made link to an existing QIP (Quality Improvement Plan).  | Incident Review |
| Is this a Serious Reportable Event? | This field is used to record whether an incident is a serious reportable event or not using 'Yes' or 'No', picklist options. Serious Reportable Events (SREs) are a defined list of serious incidents, many of which may result in death or serious harm. |  Incident Review |
| Lead Clinician | This field is used to record the name of the person with primary/lead clinical responsibility for the person affected by the incident at the time of the incident. | General Incident Details |
| Level of Independence required | A dropdown list to capture the level of independence attaching to a review of the incident. | Incident review |
| Level of Review required | A dropdown list to capture the level of review decided for the incident in line with the IMF.While the categorisation of an incident according to its severity is one of the primary mechanisms for deciding on the level of review, the opportunity for an incident to identify learning to improve safety is another such mechanism e.g. where a Category 3 incident was a near miss but its impact could have resulted in a severe outcome a comprehensive or concise review may assist in identifying learning, when implemented, would reduce the risk of a more serious impact occurring in the future. For Category 3 incidents, the level of review required defaults to aggregate but can be updated if a more detailed review is decided on. | Incident review |
| Line Manager Name, & Title | This field is used to record the name and title of the line manager who has responsibility for the service within the area where the incident occurred.  | Incident review |
| Local System Reference #  | This field can be used to record a local reference number. Ideally the NIMS number is used as unique reference number for the incident. | Specific Incident Details |
| Location at Level A / 1 | This field is used to record the highest level on the locations hierarchy i.e. Healthcare. | Location Lookup |
| Location at Level B / 2 | This field is used to record the second highest level on the locations hierarchy i.e. Group 1 - RCSI Hospital Group, CHO Area 9-Dublin North/Dublin North City/Dublin North West. | Location Lookup |
| Location at Level C / 3 | This field is used to record the third highest level on the locations hierarchy i.e. Group 1 - **HSE**- RSCI Hospital Group, CHO Area 9-**HSE**-Dublin North/Dublin North City/Dublin North West. | Location Lookup |
| Location at Level D / 4 | This field is used to record the fourth highest level on the locations hierarchy and reflects the county i.e. Dublin | Location Lookup |
| Location at level E / 5 | This field is used to record the fifth highest level on the locations hierarchy e.g. St. Michael's Hospital, St Ita’s Hospital. A reporter must include this level of detail when reporting an incident or near miss. | Location Lookup |
| Location at level F / 6  | This field is used to record the sixth highest level on the locations hierarchy e.g. Rowan Ward (St. Michael's Hospital), Outpatients Clinic (St Ita’s Hospital). | Location Lookup |
| Location at level G / 7 | This field is used to record the seventh highest level on the locations hierarchy e.g. Nurses Station (Rowan Ward, St. Michael's Hospital), Wellness Centre, Tonglegee Primary care centre (Outpatients Clinic, St Ita’s Hospital). | Location Lookup |
| Location at level H/ 8 | This field is used to describe the granular details of an exact location.  | Location Lookup |
| Location Group | This field records the designated state authority. For the purpose of this data dictionary, it is always 'Healthcare'.  | Location Lookup |
| Lost Days | This field is used to record how many days if any the person affected by in the incident was absent from work as a result of the incident. | Incident Review |
| Main Contributory Factors (HSE) |  This field is used to record a circumstance, action or influence which is thought to have played a part in the origin or development of an incident or to increase the risk of an incident. This is aligned to the Yorkshire Contributory Factors Framework, refer to Incident Management Framework. |  Incident Review |
| Maternal Death Enquiry (MDE) | The service/incident reviewer will record in this field if Maternal Death Enquiry need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident review |
| MDE Notified By | This field records the name of the person in the service who notified the MDE that this incident occurred, but is limited to a list of NIMS users. | Incident review |
| \*Med 1 - ATC 3 | This field is auto-populated based on the trade or generic drug name reported.  | Incident entry- Additional details |
| Med 1 - Generic name | This field records the generic name of the first medication reported e.g. Paracetamol. | Incident entry- Additional details |
| Med 1 - Trade name | This fields records the trade name of the first medication reported e.g. Panadol. | Incident entry- Additional details |
| \*Med 2 - ATC 1 | This field is auto-populated based on the trade or generic drug name reported.  | Incident entry- Additional details |
| \*Med 2 - ATC 2 | This field is auto-populated based on the trade or generic drug name reported.  | Incident entry- Additional details |
| \*Med 2 - ATC 3 | This field is auto-populated based on the trade or generic drug name reported.  | Incident entry- Additional details |
| Med 2 - Generic name | This field records the generic name of the second medication reported e.g. Paracetamol. | Incident entry- Additional details |
| \*Med 2 - Trade name | This fields records the trade name of the second medication reported e.g. Panadol. | Incident entry- Additional details |
| Mental Health Commission  | This field captures if Mental Health Commission need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident Review |
| MHC Notified by | This field records the name of the person in the service who notified MHC that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| Name of Contract | This field is used to record the name of the employer of the External Contractor involved in the incident. | General Incident Details |
| Name of Injured Party (Surname, First) | This field is used to record the name of the person who was affected. | General Incident Details |
| National Haemovigilance Office | This field captures if National Haemovigilance Office need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident Review |
| National Perinatal Epidemiology Centre (NPEC) | This field captures if National Perinatal Epidemiology Centre (NPEC) need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident review |
| NHO Notified by | This field records the name of the person in the service who notified NHO that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| Notes  | This field collates all the updates recorded for the incident in the 'Review Update' field. | Incident Review |
| NPEC Notified By | This field records the name of the person in the service who notified the NPEC that this incident occurred, but is limited to a list of NIMS users. | Incident review |
| Other |  This field records if the service is required to notify any other Authority about the incident. Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident Review |
| Other Corrective Actions | This free text field is used to record other corrective actions to be taken to reduce the likelihood of a reoccurrence.  | Incident Review |
| Other information / documentation | This is a free text field to record additional information about the type of documentation collected. | Incident Review |
| Other Notified by |  This field records the name of the person in the service who notified any other authority that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| Outcome At Time of Incident Reporting | This field is used to record the outcome of the event at the time of reporting e.g. 7-death | Specific Incident Details |
| Please Provide Witness Details | This field can be used to record the details of witnesses to an incident. The details of numerous individuals can be added and may include a staff member/member of the public. A witness is defined as any person who observed an incident. | Specific Incident Details |
| Please Specify (service) | A free text field which records a service which is not specified in the sub service options where other is selected. | General Incident Details |
| Please Specify (Sub Hazard) | This free-text field is used to record further details about the hazard type | Specific Incident Details |
| Problem / Cause | This field is used to record, at a more granular level, the specific problem that occurred in the incident as determined at the time of reporting.Incident/ Hazard Category: Clinical CareHazard Type: MedicationProcess: PrescribingProblem/ Cause: Wrong drug | Specific Incident Details |
| Process | This field is used to record the stage of the process involved in the incident. For exampleIncident/ Hazard Category: Clinical CareHazard Type: MedicationProcess: Prescribing | Specific Incident Details |
| QPS Manager Name | A free text field to record the name of the relevant QPS manager supporting the incident review. | Incident review |
| Radiological Protection Institute of Ireland | This field captures if Radiological Protection Institute of Ireland need to be notified.Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident Review |
| Reason / Rationale for Aggregate / No Review | This field is used to record the reason why aggregate or no further review was selected.This field must be completed when an aggregate review or no further review is selected for a Category 1, Category 2 incident or an SRE.  | Incident review |
| Reason for non-open disclosure?  | This mandatory free text field requires staff to record why Open Disclosure has not taken place. There are few exemptions that apply to Open Disclosure when a patient was harmed (cannot be contacted / refused by service user / patient). | Incident review |
| \*Record Number | A unique reference number for an incident recorded on NIMS. | Standard Incident  |
| Reported By (Surname, First name) | This field is used to record the name of the person who is reporting the incident. | Specific Incident Details |
| Review Last Update | This field shows the last update of the review recorded on the system. All saved updates are available under the 'Notes' tab. | Incident Review |
| Review Status | This field is used to record whether the review is on schedule, behind schedule or complete | Incident Review |
| \*Review time(days)  | This is an auto-calculated field based on the 'Date of Incident' and 'Date Accepted by the Commissioner'. | Incident Review |
| Review Update (max 255 chars) | This field can be used to record updates of the review of the incident. Each update will automatically appear under the 'Notes' tab once saved. | Incident Review |
| Reviewer Name | This free text field is used to record the name of the lead reviewer of the incident | Incident review |
| Reviewers Conclusion | This field records the review outcome as outlined in the IMF 2020 (section 9). | Incident review |
| RPII Notified by | This field records the name of the person in the service who notified the RPII that this incident occurred, but is limited to a list of NIMS users. | Incident Review |
| SAO Contact Details | A free text field to record the contact details of the Senior Accountable Officer (SAO), e.g. Work address, work number, email address, etc. | Incident review |
| SAO Name, & Title | A free text field to record the name and title of the Senior Accountable Officer (SAO). | Incident review |
| Serious Reportable Event Category | This field is used to record the specific category of Serious Reportable Events (SREs).  | Incident review |
| Serious Reportable Event Type | Serious Reportable Events (SREs) are a defined subset of incidents which are either serious or that should not occur if the available preventative measures have been effectively implemented by healthcare providers. Serious Reportable Events are mandatorily reportable by services to the Senior Accountable Officer. | Incident review |
| Severity Rating | This field is system-generated and populated based on the reported "outcome at time of incident reporting". This can also be updated by populating the “additional outcome since incident” field which is available on the Incident Review screen.  | Incident review |
| Specialty/service | This field is used to record the speciality/service that was responsible for the person at the time that they were affected by the incident e.g. 'Surgery' | General Incident Details |
| Specific Location Detail | This is a free text box which records the exact location where the incident occurred when an incident occurs off-site e.g. Nutley Lane, Dublin 4. | General Incident Details |
| Statement of Findings | This field is used to record the statement which describe the relationships between the contributing factors and the incident and/or outcome. (See definition of 'Findings' in the IMF.) | Incident Review |
| Sub Category of Person | This field is used to record further details on the person affected specially related to employees/agency staff/ contractors. | General Incident Details |
| Sub Hazard type | This field is used to record the category of incident depending on the sub-hazard type e.g. where there is a fall reported as an incident then the hazard picked is 'exposure to physical hazards' and the sub-hazard is 'slips/trips/falls'  | Specific Incident Details |
| Sub service  | This field is used to record further details about the sub speciality/service that was responsible for the person at the time that they were affected by the incident e.g. 'Dental Surgery' | General Incident Details |
| Subsequent Surgical\Medical Procedure | There is a search option available to specify the type of additional procedure.  | Incident entry- Additional details |
| Summary of Incident | A free text field used to record the description of the incident.Note: Do not enter any personal identifiers into this field, especially names. | General Incident Details |
| Surgical\Medical Procedure | There is a search option available to specify the type of procedure.  | Incident entry- Additional details |
| This incident involved | This field is used to record the age-related category of care of the affected patient/service user, for example neonatal specialities | General Incident Details |
| Time of Incident | This field is used to record the time that the incident occurred. | General Incident Details |
| Tulsa | This field captures if Tulsa needs to be notified. Choosing 'Yes' does not trigger an automatic notification, this needs to be done separately.  | Incident review |
| Tulsa Notified By | This field records the name of the person in the service who notified the Tulsa that this incident occurred, but is limited to a list of NIMS users. | Incident review |
| Type of Injury | This field is used to record further details about the type of injury/ injuries sustained e.g. bruising. | Specific Incident Details |
| Type of Injury Other | This free text field appears when 'other' is chosen from the type of injury options. Any injuries not listed previously can be described here and multiple injuries can be listed here also. | Specific Incident Details |
| Where (Hierarchy) | This field records the location where the incident occurred. | Location Lookup |
| Who was involved | This field is used to record the appropriate person involved in the incident:  **Staff Member**Employees who are considered full/part time civil servants/public servants, directly employed by the Enterprise/Authority. Employees on secondment for the purpose of reporting are considered staff members.**Service User**User of a Healthcare Service e.g. Resident, Patient, Client etc.**Panel/Agency Staff/Locum**All other staff members who are under a contract of service to the Enterprise/Authority e.g. locum doctor, IT contractor on a long term contract. These persons are under the direct control of Enterprise/Authority but are not considered civil/public servants.  **Student/Trainee**Students in an academic setting, on work experience, professional practice or an apprenticeship etc.  **Volunteer**This includes professional (skilled) and nonprofessional (non skilled) volunteers who work within an Enterprise/Authority for no payment. **Member of Public**This includes recreational users and visitors of state facilities but can also include trespassers. e.g. Person visiting a service user in hospital, attending a function in a state premise, Person visiting state premises. **Third Party Agency/External Contractor**Staff that work in an Enterprise/Authority but work independently. They provide a contract for services e.g. Private cleaning company contracted to provide cleaning services or a private catering company managing the workplace canteen. These persons are performing agreed tasks for a fee but are in control of how to perform these tasks. | General Incident Details |

\*Denotes an auto populated field on the system.

1. NTMA (Amendment) Act 2000. Section 11 <http://www.irishstatutebook.ie/eli/2000/act/39/enacted/en/html> [↑](#footnote-ref-1)