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|  | **SOP:** | **Standard Operating Procedure for use of Interactive National Incident Report Forms NIRF01: Person** |
| **Revision:** | Version 3.0 |
| **Department** | Quality & Safety Department |
| **Update Date** | 01st June 2018 |
| **Approval** | Date: 3rd Feb 2017  Name and Title of Approver |
|  | **Implementation date:** | 1st January 2018 |
| **Prepared By** | Name of Persons who prepared Doc  Quality & Safety Department |

1. **Purpose**

Further to initial implementation of the National Incident Report Forms (**NIRF**) in Hospital X, an interactive tool to support electronic incident reporting of **NIRF 01 Person** related incidents has been developed by State Claims Agency for use by staff in Hospital X.

1. **Scope**

This document has been developed to provide guidance on the use, storage and retention of the interactive NIRF 01 Person (version 10) form.

1. **Responsibilities**
2. **Person Reporting an Incident:**

* Is responsible for documenting and forwarding the Interactive NIRF **01: Person** to their Line Manager.\*
* Is responsible for maintaining the confidentiality of their own HSE email account.
* Interactive NIRFs are only to be communicated between HSE email addresses.
* **To ensure confidentially interactive NIRFs must not be saved locally on a desktop or on a shared folder by the person initiating reporting of an incident.**

1. **Clinical Nurse Managers/Heads of Departments:**

Upon receiving an interactive NIRF: 01 Person incident report via email:

* Review NIRF: 01 Person to ensure it is accurate, has been appropriately managed and followed up where necessary;
* Complete **Section L** of the interactive NIRF:01 Person and add additional details are required;
* Save the completed interactive NIRF:01 Person reported incident to their own allocated department secure folder on the x:\drive;
* In the case of a Category 1 Incident\*\*, the Senior Accountable Officer for the area must be notified within 24 hours;
* Email the completed NIRF: 01 Person reported incident to the Quality and Safety Department at [incidentreporting.hospx@hse.ie](mailto:incidentreporting.hospx@hse.ie). (set up generic email address)

(NB: The email signature will act in place of a handwritten signature.)

\*Where it is a case that the CNM/HOD is the initial reporter of an incident, they should comply with steps 3a) and forward the interactive NIRF to their relevant Line Manager, who in turn becomes responsible for completing and sending the interactive NIRF to the Quality and Safety Department in accordance with steps 3 b).

\*\* The HSE Incident Management Framework describes a Category 1 incident as:

***Category 1 Major/Extreme*** *– Clinical and non-clinical Incidents rated as major or extreme as per the HSE’s Risk Impact Table*

1. **Quality and Safety Department:**

* The Quality and Safety Department is responsible for the implementation of the interactive NIRF: 01 Person form with the support of the local managers in participating departments.
* Designated members of the department will continually oversee and support the users of the forms.
* The Quality and Safety Department will complete Section M on the form upon receipt

**Data Protection**

In accordance with the HSE Data Protection and Retention policy, interactive NIRFs must be retained for 8 years from the date of incident.

Each department CNMs\ HODs will only have access to their own allocated folder on the x-drive.

The content of these reports are subject to Freedom of Information Act 2014

1. **Procedure of Administration**

**4.1: Initiating reports: Stage 1**

* + The reporter of an incident logs on to a PC with their standard personal computer log- in.
  + Opens a copy of the interactive NIRF:01 Person form from;

X:\\_HOSPX INFORMATION\Quality and Safety Department\National Incident Report Forms

(**DO NOT SAVE**)

* + Document the relevant information regarding the incident on the interactive NIRF: 01form

(**DO NOT SAVE**)

* Send the reported incident on the Interactive Form via e-mail as follows;
  + 1. Go to ‘File ‘ tab
    2. Go to ‘Send File’
    3. Choose ‘Default email application’(Microsoft outlook)
    4. Click ‘Continue’ and send to relevant Manager via their HSE email address

***NB*** – The interactive copy of the NIRFs are never to be saved locally by the reporter.

**4.2 Management at local level: Stage 2**

* + When the interactive NIRF: 01 Person form is received by a Manager via email, the manager completes section L of the form and includes any additional information they deem relevant.
  + The incident is then to be saved directly to the designated folder on the x-drive;

* + The following naming procedure is recommended for reference of all interactive incidents:

**Year Month Day Location Daily Incident Number.**

**Example**; If an incident occurred on 3rd January 2018 in the Quality & Safety Department and this was the 1st incident reported via e-mail for this particular date, you would save the incident as follows;

***20180103Q&S01*** *if it was the 2nd incident on this particular date it would be saved as 2****0180103Q&S02***

* + A copy of the completed interactive incident report is now to be emailed to the Quality and Safety Department. The ADON/Senior Manager of the area is carbon copied (cc) on the email for information purposes.

1. **References**

[Data Protection Act 1988](http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html); [Data Protection (Amendment) Act 2003](http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html); General Data Protection Regulation 2018

Guideline for Reporting and Management of Incidents in CHB March 2016

HSE Integrated Risk Management Policy 2017

HSE Incident Management Framework 2018

HSE Electronic Communications Policy 2010



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