[redacted]

Datix

Management and Review Form

Record Managers/Verifiers are responsible for:
1. Checking the content and factual accuracy of the report
2. Ensuring each contact is **APPROVED**
3. Selecting a RIDDOR status
4. Ensuring the **SEVERITY** is correct
5. Downgrading or upgrading the **SEVERITY** if appropriate
6. Selecting a **LIKELIHOOD OF RECURRENCE** grade
7. Moving the record to the **BEING REVIEWED (verified)** status
8. Adding information in the progress notes section on how you intend to proceed
9. Deciding if the **Organisational Duty of Candour** procedure applies
10. Recommending whether or not this record requires further review
11. Commencing a review process (if appropriate)
12. Providing meaningful feedback to the reporter of the record

Please adhere to national standards:

- All events should be verified within 72 hours
- All category 1 (severity) events must undergo an appropriate level of review
- Moderate events must be closed within 90 days if a review is conducted
- All minor and negligible (severity) events should be completed within 10 days

CLICK HERE to view the NHST Adverse Event Management Policy

CLICK HERE to view the NHST Datix Verifier Guide

Adverse Event (without harm) | 118218

Submitted/Viewed by Record Manager (Verifier)	
Datix Event ID	118218
Date event submitted to verifier (dd/MM/yyyy)	11/09/2019
Date event first viewed by verifier (dd/MM/yyyy)	22/10/2019
Last updated	[redacted] 01/11/2019 09:55:48

Location where this event occurred	
In which type of location did the event occur?	HOSPITAL
In which location did the event occur?	NINEWELLS HOSPITAL
What was the exact location?	THEATRE ADMISSION SUITE
Theatre	

Reporter's Care Division	
Care Division/HSCP	Surgical Care Division
Clinical Care Group/Locality	Theatres and Critical Care
Department	THEADM
Did this event involve a robotic assisted surgery (RAS) patient?	
Reporter's Staff Group	Nursing

Type of Report	
Who or what was affected by this event	
Was this an actual adverse event or a near miss?	Adverse Event (without harm)
Was anyone harmed as a result of this event?	No

Time and Date of the Event	
Time (hh:mm) Actual time the adverse event happened. Use approximate time if not known. Please enter in 00:00 format	16:10
Event date (dd/MM/yyyy)	11/09/2019
Was the Event Out of Hours?	No

Category and Subcategory

Event Category **CLICK HERE to view the full listing of Categories and Subcategories** For assistance call ext: [redacted] or email [redacted]@nhs.scot.	SECURITY
Subcategory	PATIENT ABSCONDING
Is the patient detained under the Mental Health Act?	
Police called?	No
Police attended?	No
Was this event due to a clinical condition?	No
Did Healthcare IT (e.g. software or computer equipment) potentially contribute to this incident?	
Does this event relate to a National Screening Programme? **CLICK HERE to view the full listing of National Screening Programmes**	

Details of the record

Circumstances of the Event **Enter facts, not opinions. Do not enter names of people in this free text box. Always refer to 'Patient A' or 'Nurse A' etc. Use the people affected section below to gather personal details.** **Please avoid the use of any abbreviations and, where possible, please avoid the use of medical terminology.**	-Nurse A arrived on shift at 1430 -During handover at 1440 Nurse B notified Nurse A that Patient A had returned from theatre but had left the department without being seen by any member of the team -Patient A had had a local anaesthetic procedure and had been brought round from Theatre 23 by a member of the surgical team who advised the patient that he would be seen by the nursing team prior to discharge -This member of the team did not hand over to any of the nursing staff that the patient had returned -It was noted at approx. 1400 that Patient A had left the department -Attempts where made to contact Patient A and their NOK but no response -At approx. 1610 Nurse B had still not managed to make contact with the patient
What immediate action was taken? Enter action taken at the time of the Event Enter facts, not opinions. Do not enter names of people in this free text box. **Please avoid the use of any abbreviations and, where possible, please avoid the use of medical terminology.**	-Nurse A escalated to SCN A who spoke with surgical team to confirm that Patient A did not have IV access -Patient A was a very anxious patient and keen to get his procedure done and get home as soon as possible -It was confirmed that the surgical team member who returned Patient A to the ward did not hand him over to a member of staff. This staff member did inform Patient A that someone would come to him in due course -The surgeon advised SCN A that Patient A did have full course of anti biotics at home from his emergency admission and that Patient A was aware of his dressing and stitches instructions -Nurse B contact Operational Theatre Manager of the above and advised that the Patient was low risk as per hospital policy -Advised to contact ward 27 to see if he had attended their as he was a plastics patient -Nurse B was to continue trying to contact Patient A -Patient A was contact at approx. 1710 -Patient A had arrived home safely and post operative instructions were explained again and Patient A was notified of follow up appointment -Surgical team were advised from a learning point of view to ensure that they hand their patient over to a staff member upon return to the ward

Click the names below to approve people involved

ANY RECORD INVOLVING A PERSON MUST INCLUDE THEIR PERSONAL DETAILS.

1. Please review each of the UNAPPROVED contacts listed below as they need to be APPROVED

2. Click on a contact's name to display the record to approve them or add further details.

3. Click the 'Check for matching contacts button

4. If you can identify the contact from the list, select choose, the contact will APPROVE automatically, then click create new link

5. If the contact does not appear in the list after clicking 'Check for matching contacts' then click cancel and manually change the field from UNAPPROVED to APPROVED

6. Click Save.

Patient or Person Affected/Involved

		ID	Forenames	Surname	Opened	Closed	Email		Subtype			CHI

	Approval status							Type (Complainant)		Contact role	Date of birth	
▶	Approved	251434	Andrew	Mill				Patient or former patient	Day patient	Person Injured or Affected	26/12/1969	0115

Other people involved in the event

	Approval status	ID	Forenames	Surname	Opened	Closed	Email	Type (Complainant)	Subtype	Contact role	Date of birth	CHI
▶	Approved	394617	[redacted]	[redacted]			[redacted]@nhs.scot			Reporter of Event		

Employees/Witnesses to the event

No Employees

Violence and aggression/self harm/clinical challenging behaviour

Was the individual's movement restricted in any way? ○ Yes ◉ No

Was rapid tranquilisation administered?

Trainee/Junior Doctor or Dentist

Was a Trainee/Junior Doctor/Dentist directly involved in this Event? No

Controlled Drugs Incident?

Are controlled drugs associated with this event? i.e. Use, Documentation, Possession, Storage, Disposal?

CLICK HERE to view guidance on Controlled Drugs

No

Reporter

Full name [redacted]

Reporter's Telephone Number [redacted]

Reporter's Email Address [redacted]@nhs.net

Please ensure the reporter email address is correct. If you are unsure, please **CLICK HERE** then click Search directory to confirm the reporter's email address.

When approving, please ensure you select the correct staff member as more than one person can have the same name.
Please do not link to any staff entries with an email address ending @nhs.net as these are now obsolete.

FAILURE TO CORRECTLY APPROVE CONTACTS CAN RESULT IN REPORTERS NOT RECEIVING FEEDBACK OR FEEDBACK/EMAILS BEING SENT TO THE WRONG INDIVIDUAL.

Record Manager (Verifier)

Event Verifier [redacted] - Clinical Care Group Manager, SRTC

VERIFIER INFORMATION

If you are planning A/L, please ensure you agree with colleagues who should be named as verifier

during this time at the point of submitting records. In doing this, you will avoid returning to events requiring verification/completion.

If you require additional staff to view the record, please click the "Click here to share this record with other users" link on the left hand panel. Unfortunately, CGRM staff are unable to do this without the verifier's written agreement.

Event Severity

Impact

Extreme (red): Category 1 event - (Death or major incapacity, permanent loss of service, severe financial loss, inability to meet objectives)

Major (Amber): Category 1 event - (Major injury, sustained loss of services, major financial loss, significant project/objective over-run)

Mortality Learning Events (purple): Used only for deaths considered to be mortality learning events.

Moderate (Yellow): Category 2 - (Significant injury, externally reportable e.g. RIDDOR, some disruption to service, significant financial loss)

Minor (Green): Category 2 event - (Minor injury or illness, short term disruption to service, minor financial loss, minor reduction in scope of objectives)

Negligible (White): Category 3 event - (Negligible/no injury or illness, negligible/no disruption to service, negligible/no financial loss, negligible/no reduction in scope of objectives)

MODERATE (YELLOW): Category 2 Event

CLICK HERE for the Traffic Lights and Consequence Matrix

Do you need to up/downgrade this event?

Likelihood of Recurrence

Recurrence Risk Assessment The likelihood of the Event occurring again and the potential consequences if it did so.

	Consequence				
Likelihood of recurrence	**Negligible (Category 3)**	**Minor (Category 2)**	**Moderate (Category 2)**	**Major (Category 1)**	**Extreme (Category 1)**
Almost certain - could occur frequently	○	○	○	○	○
Likely - could occur several times	○	○	○	○	○
Possible - may occur occasionally	◉	○	○	○	○
Unlikely - not expected to happen but might	○	○	○	○	○

Rare - cannot believe this event would happen	○	○	○	○	○
	Grade: Green (Category 3) (Low				

Record managers/verifiers must complete both mandatory fields with a red star below and then change the approval status from In holding area, awaiting review (Unverified) to Being Reviewed (Verified) WITHIN 72 HOURS of receiving the report

Is this event RIDDOR reportable?
The following types of Events are not RIDDOR reportable - Medication Events, Inappropriate Staffing Levels, Missing Patient Documentation, Absconding/Missing Patients, Verbal Aggression, Healthcare Associated Infections, Patient Suicide.

RIDDOR ? For further help please contact the Corporate Health and Safety Team: [redacted]@nhs.scot **CLICK HERE for RIDDOR Guidance** **Take note of the RIDDOR Ref No and download the HSE generated RIDDOR report to your PC, prior to leaving the HSE website. Ref No to be inserted into the box below and HSE RIDDOR Record form uploaded to the DATIX, please use documents section on Datix to upload your RIDDOR Record form.**	No

IRIC reporting

Is this event IRIC reportable?
CLICK HERE for guidance on when to report an event to IRIC

CLICK HERE for form to report events to IRIC

Business Continuity Plan

Did this event require the department's/service's Business Continuity Plan to be invoked?	NO

Review

Type of Review Required (YELLOW)

Click here to upload documents

No documents.

Event Approval
For 2222 Calls please ensure you complete all the screening fields above and complete the report as soon as possible

Current approval status	Approved (Complete)
Date Complete	22/10/2019

Lessons Learned and Actions Taken

The reporter of the event will receive an automatic email from the system containing the information you enter in these fields when the event is complete

Lessons Learned Please summarise lessons learned from review or team discussion	Nursing team took appropriate steps to ascertain patient whereabouts and communicated/ escalated the incident.
Actions Taken List any agreed actions from review or team discussion	

Click here to add progress notes

No progress notes.

Notifications

Recipient Name	Recipient E-mail	Date/Time	Contact ID	Telephone Number	Job title

[redacted]	[redacted]@nhs.net	11/09/2019 18:24:53	[redacted]		Senior Charge Nurse, Theatre Services, Day Surgery Unit, NW

Click here to send an email
RIGHT CLICK HERE AND SELECT OPEN IN NEW TAB TO CHECK YOUR EMAIL ADDRESS IN STAFFNET DIRECTORY

Recipients

Message

Message history				
Date/Time	**Sender**	**Recipient**	**Body of Message**	**Attachments**
No messages				

Click here to link records

No Linked Records.

Click here to assign actions for this record

No actions