

FREEDOM OF INFORMATION RESPONSE

FOI 2453

INCIDENT REPORTING

How are clinical incidents reported;

using dedicated software? Manual on excel sheet? Manual on paper? Other?

If software or other, can you specify what software or method do you use?

May I have an example of an anonymised clinical incident reporting document?

How many incidents were reported during the financial year 2013-2014, and how many have been reported in 2014-2015 so far?

How many full time equivalent staff are employed (approximately) to deal with incident reporting and documentation?

- The basic incident reporting screen from Datix is attached.
- The number of incidents reported in 2013/14 is recorded in the Quality Account – but was 10470
- In 2014/15 to date, there have been 9109 patient safety incidents, accidents and near misses reported.
- Staff have several functions but within the Patient Safety Team there is one full time Datix manager, a 0.5WTE clerk and probably half the time of two senior staff who manage serious incidents (1.0WTE total) so a total of around 2.5WTE.