

FROM THE ACTING CHIEF MEDICAL OFFICER
Dr Ian Carson



Department of
**Health, Social Services
and Public Safety**

An Roinn

**Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí**

www.dhsspsni.gov.uk

HSS(MD) 12/2006

TO:- Chief Executives of:

HSS Trusts and Boards
NI Blood Transfusion Service
Central Services Agency
NI Postgraduate Education Council
NI Social Care Council
NI Medical and Dental Training Agency
NI Guardian ad Litem Agency and
NI Medical Physics Agency

Castle Buildings
Stormont Estate
Belfast BT4 3SR
Tel: 028905 20601
Fax: 028 9052 0574
Email: ian.carson@dhsspsni.gov.uk

Your Ref:
Our Ref: iwc
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For onward transmission by the Chief Executive to relevant staff including:

Executive Leads Governance / Clinical and Social
Care Governance
Executive Leads Adverse Incident Management
Governance / Clinical and Social Care Governance/
Risk Managers
Medical Directors
Directors of Nursing
Directors of Social Services
Directors of Pharmaceutical Services
Directors of Public Health
Directors of Primary Care

Dear Colleague

GUIDANCE DOCUMENT – “HOW TO CLASSIFY INCIDENTS AND RISK”

Introduction

I attach a copy of “*How to Classify Incidents and Risk*” as guidance to assist HPSS organisations in developing or reviewing processes to assess adverse incidents and their risk implications. The purpose of the guidance is to act as a model that can be adapted for local use. The target audience for this document is senior managers and those involved in adverse incident management.

Background

This guidance is the product of a wider project that was convened in 2005, under the auspices of the Safety in Health and Social Care Steering Group, to enhance systems and processes in the HPSS to better manage adverse incidents and risk arrangements. It is designed to promote greater consistency of approach within the HPSS and to make it easier for the HPSS to share learning from adverse incidents. The project also fits into the wider context of *HPSS Controls Assurance Standards* (in particular, the criteria concerning adverse incident management), *The Quality*

