

**LEARNING FROM SERIOUS ADVERSE INCIDENT**

***The Department will complete Parts 1, 2, 3a) and 4 from original reporting template before issuing to reporting organisation***

**1. Organisation:**

**Incident Identifier No.**

**2. Date and brief summary of incident: (As provided in reporting template)**

**3. a) Classification of incident as initially assessed by organisation:**

**3. b) Has Classification changed since initial assessment? **Catastrophic** / **Major** / **Minor** / **Insignificant****

**4. Regional action recommended in reporting template**

**5. (Where applicable) Date of organisation's internal review: \_\_/\_\_/\_\_**

**(Where applicable) Date independent review concluded: \_\_/\_\_/\_\_**

**6. A summary of the key learning points emerging from local investigation of SAI: \***

**For reporting organisation:**

- (i)
- (ii)
- (iii)

**For region:**

- (i)
- (ii)
- (iii)

**(additional page(s) can be used if necessary)**

**7. Since the initial report, has any further employment-related action been taken as a result of this incident, such as:**

- a. suspension from duties? Y/N
- b. a referral been made to POCVA? Y/N
- c. a referral to the relevant Professional Regulatory Body, NCAS or PSNI? Y/N (if 'Yes', specify which organisation)

**\* Should any further points of learning emerge from other external sources: (eg. Coroner's inquest report, RQIA report/improvement review, MHC visit, HSE(NI) investigation, PSNI investigation, etc), the reporting organisation may submit this additional information at a later date**

- (i)
- (ii)
- (iii)

**9. I confirm that the designated senior manager and/or Chief Executive are aware of the follow-up action taken and that the learning has been disseminated and implemented throughout the organisation as a result of this SAI. (*delete as appropriate*)**

**Report submitted by:**

(name and contact details of reporting officer)

**Date:**

Completed proforma should be sent, by email, to:

[adverse.incidents@dhsspsni.gov.uk](mailto:adverse.incidents@dhsspsni.gov.uk)

If e-mail cannot be used, fax to (028) 9052 3206