Reporting and management requirements for Safety Assessment Code (SAC 1 and 2) notifiable incidents

*SAC 1 or 2 Patient incident identified and reported
- Reporting is MANDATORY within 24 hours or knowledge of the event.

**Decision is made to conduct an investigation

***Confirmed SAC 1 or SAC 2 patient incident:
- Report in Brief to LHN CEO/COO
- Clinical Report in Brief refer to guide for completing CIB

Notify SAC 1 or 2 reviewed.
If determined not a SAC 1 or SAC 2 patient incident

No response required (normal management process followed to finalise incident)

Worker incident report completed if required
- If patient incident traumatic advise staff of EAP counselling

Notifier SAC 1 or 2 reviewed.
If determined not a SAC 1 or SAC 2 patient incident

If required relevant Coroners or Professional Indemnity (medical malpractice) notification logged to the Notifications Modules of Safety Learning System (SLS)

Take immediate action to address safety. Medical review as necessary

Email alert received

Email alert received

If it is suspected the incident involves a prescribed act, the investigation must be suspended (s70 (3) (2) Health Care Act 2008 (SA))

If extension is required a request should be made from the ‘Send an e-mail’ tab in the incident to HealthSentinelEvents@sa.gov.au mailbox at least 10 days prior to the expiry date

The RCA team:
- Must commence investigation within 14 calendar days of appointment
- Must have a minimum of 3 members and team leader within RCA training
- 1 team member with formal tertiary qualifications in the health related field relevant to the investigation
- Knowledge and understanding of their obligations under Parts 7 and 8 of the Act
- Provide 2 reports within 10 weeks (70 calendar days) of the commencement date (unless extension requested and granted)

The investigation/review lookback completed final reports **** must be endorsed and uploaded electronically into the relevant incident as a level one secure document, and email to HealthSentinelEvents@sa.gov.au from the incident advising completion within 70 DAYS

Within 70 days
Expert Advisory Group formed

Within 5 days
Action Plan and Implementation
- Identifying and tracing patients and/or family members
- Patient communication and support plan
- Staff communication and support plan

Evaluation and Feedback
- Record keeping in patient records and identified incident

Within 24 hours
Immediate action includes communication plan

Within 28 days of the decision to review the incident and be completed within 70 calendar days

Within 28 days
Other Review conducted under Part 7 of Health Care Act 2008 (SA)

Within 28 days
Lookback review

Within 28 days
Root Cause Analysis (RCA) investigation under the protection of the Health Care Act 2008 (SA)

Within 28 days
Designated authority commissions a RCA and team leader

Within 28 days
Type of investigation and all dates to be entered into appropriate sections of the incident

Within 28 days
Review not conducted under Part 8 of the Health Care Act (as such is discoverable)


*Public liability: notify appropriate site staff who will lodge appropriate paperwork with Legal Governance and Insurance Services Unit

continued
*SAC 1 Incidents include Cluster, Media and Sentinel Events

**Except if SAC 2 Falls incident

***A confirmatory SAC1/Cluster incident email must be sent (within 24hrs) to HealthSentinelEvents@sa.gov.au
- Must indicate type of potential review

****All other relevant documents which were part of the review/investigation to be uploaded as a level one secure document within the relevant patient incident

Definition
Cluster incident involves more than 5 patient incidents, that are a result of one systemic error or issue.

Legal Professional Privilege once completed is password protected and uploaded to the specific patient incident.

Public liability: notify appropriate site staff who will lodge appropriate paperwork with Legal Governance and Insurance Services.

All SAC 1 and SAC 2
Reviews/Investigations require finalisation within 70 days unless an extension has been requested and granted.