**Safety Learning System (SLS)**

**TOPIC GUIDE**

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

**SAC 1 incident including Sentinel Events**

- Patient incident report completed. Notify appropriate line Managers
  - Take immediate action to address safety. Medical review as necessary
  - If required, Worker incident report completed

- Incident or adverse event or notification reported into the Safety Learning System. Reporting of SAC1 adverse events is MANDATORY and must be reported within 24hrs of knowledge of the event
  - If required relevant Coroners or medical malpractice notification module SLS

- A confirmation email sent by site Patient Safety coordinator or equivalent confirming SAC 1 status to HealthSentinelEvents Mailbox (with SAC1 recorded management panel of incident)

- Decision made to conduct an investigation
  - Root Cause Analysis (RCA) investigation under the protection of the Health Care Act 2008 (SA)
    - Designated authority commissions an RCA and team leader
    - The team:
      > Must commence investigation within 14 days of appointment and 70 calendar days to complete the investigation
      > Must have a minimum of 3 members and team leader with 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 two reports within 10 weeks (70 calendar days) of the commencement date
  - Not conducted under Part 8 of the Act as such is discoverable
  - Other Review conducted under Part 7 of Health Care Act 2008
  - Legal professional privilege
  - Review must commence within 28 days of the decision to review the incident and be completed within 70 calendar days
  - Once completed are held within a secure file at the Local Health Unit site

- The investigation/review must be completed, endorsed and final reports (1 and 2) submitted electronically into the relevant incident as a level one secure document in SLS and email to HealthSentinelEvents@sa.gov.au advising completion within 70 days

- Recommendations from investigation/review to be assigned as individual ‘actions’ (within the SLS incident) to the appropriate person for actioning and implementing

- Biannual Performance Agreement auditing to Safety and Quality Department for Health and Ageing

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