

Critical incident and adverse event report form

Please use this form in conjunction with the '*Critical incident and adverse event management and reporting guidance document*' for RACGP training programs.

All Incidents and events are reported and managed through the Training Management System portal for AGPT and the FSP portal for FSP. However, this form may be used by training sites supervisors and registrars for initial reporting if the system is not accessible. RACGP Medical Educators and staff can also use this form to report information on behalf of registrars, training sites or supervisors.

Incident/adverse event details

Date of incident

Time of incident (*if applicable*)

Have you already discussed the event / incident with someone at the RACGP?

Yes / No

If yes, please include details of the person

Details of incident/event

Location where the incident occurred (e.g., practice name, hospital, community location)

Parties involved: Please include the names of people impacted or involved in the incident or event as applicable

Registrar Name AGPT Fellowship Support Program (FSP) International Specialist Program

Supervisor Name

Practice Manager Name

Practice / Training site Name

Practice Staff Name

Patient Name

Medical Educator Name

Other (please specify role)

1. Are the training site, supervisor or registrar working under a "remote" supervision model?

Yes / No

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2. Describe the critical incident/adverse event, including any injury or illness incurred.

3. Describe the immediate actions taken manage the incident/ event.

4. Detail any subsequent management undertaken to resolve the issue and reduce any residual risk.

5. Any further information

Name and position of person completing the report

Signature

Date

Please return this completed report and any attachments to criticalincidents@racgp.org.au

If using the word document, please PDF before emailing it to the RACGP.

Internal use -
Received by the RACGP date
Training Coordinator advised date
Entered into the Case Management portal on TMS date