

RTO critical incident / Adverse event report

Education Services

Please complete one report for each incident

Name of Regional Training Organisation (RTO):

Date and time of incident:

Date

Person completing incident report:

Postcode

Position/role:

Name of practice/hospital/post:

Location of incident:

Who was involved in the incident:

Witness names and positions:

Position/role:

Name of practice/hospital/post:

Incident reported by:

Supervisor Registrar Other:

Parties involved:

Supervisor Registrar Patient: Other:

If emergency services were contacted, please list details:

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

Describe the immediate action taken to resolve the incident for all parties involved:

Describe the assessment undertaken as a result of the incident? (attach process as required)

Describe the changes made, or plan put in place (or to be put in place) to avoid recurrence:

Planned completion date:

RTO CEO or DOT signature:

Date

Please return this completed report to **vtstandards@racgp.org.au**

BACKGROUND:

RACGP References:

RACGP Standards for general practice training (second edition):

Standard 1.1 Supervision is matched to the individual registrar's level of competence and learning needs in the context of their training post.

Criterion 1.1.1.4 Processes are in place to effectively address any problems that arise during the placement.

There are clear processes in place at the training placement for identifying and documenting problem triggers and critical incidents and how they are addressed – these are supported by the training provider. Subsequent evaluation of the effectiveness of actions taken will inform further quality improvement to the post, model of supervision, supervisor or registrar.

'GU-ED-PO-930, Reporting Adverse Events and Critical Incidents Guidance Document'

Schedule 2: Critical incidents and issues arising from Registrar feedback, that have implications for Accreditation, are addressed in a timely manner
Service levels and outcomes and criteria -
Part A: Service Levels

PART B: Critical incidents and their resolution are reported on as they occur and in the Annual report
Outcomes and Criteria

6.3 RTO to internally assess Independent of any RTO Assessment by the RACGP under this clause 6, the RTO must conduct its own internal assessments of its performance of the Accreditation Services at least twice yearly. The results of these internal assessments are confidential to the RTO, save that any critical incident or error identified as a result of conducting the assessment, must be notified to the RACGP, and the RTO must work with the RACGP to correct or address such critical incident or error.

RACGP RTO Annual report The number of critical incidents addressed in the reporting year, providing examples of the critical incidents and how they were resolved

Definitions of critical incident and adverse event

All definitions related to patient safety in the RACGP Curriculum for Australian General Practice and RACGP standards for general practices (4th Edition) are based on the World Health Organization publication 'The Conceptual Framework for the International Classification for Patient Safety'.

Adverse event any event which causes disruption to an organisation, creates significant danger or risk or where registrars, supervisors, practice staff, Regional Training Organisation (RTO) staff, or patients feel unsafe, vulnerable or under stress.

Critical incident an adverse event resulting in serious harm.

For more information see;

RACGP Curriculum for Australian General Practice (Competency outcome CS4.1.4)

World Health Organization. The Conceptual Framework for the International Classification for Patient Safety © WHO, 2009. All Rights Reserved. WHO/IER/PSP/2010.2

<http://www.who.int/patientsafety/implementation/taxonomy/publications/en/>