



SAC 1 Clinical Incident Notification Form

All Severity Assessment Code (SAC) 1 clinical incidents, including sentinel events, are to be notified to the Patient Safety Surveillance Unit (PSSU), Department of Health within seven working days of the incident occurring.

SAC 1 includes all clinical incidents and near misses where serious harm or death is or could be specifically caused by health care rather than the patient's underlying condition or illness. Sentinel events are unexpected occurrences involving death or serious physical or psychological injury, or risk thereof. There are ten categories of sentinel events.

To complete this form, type responses into the relevant fields or select from the pick lists where available and then save the completed version. This form can be edited after saving and printed if desired.

Forward the completed SAC 1 Clinical Incident Notification form via email to SAC1.events@health.wa.gov.au. On receipt of the initial notification of a SAC 1 clinical incident the PSSU will provide the hospital/health facility with a CIM reference number, to be indicated on all future correspondence regarding the notified event, and a due date for the investigation report in line with the requirements of the Department of Health's Clinical Incident Management (CIM) Policy.

Hospital reference number:

CIM reference number: *(provided by PSSU)*

INCIDENT LOCATION AND TIME:

Hospital name:

Incident date (dd/mm/yyyy):

Incident time (hh:mm):

PATIENT DETAILS:

Status with respect to Mental Health Act:

Patient care funding type:

Patient care setting:

Patient age:

Patient gender:

Patient current and relevant diagnosis/problems/mental state:



INCIDENT DETAILS:

Treating specialty:

Incident description:

Please include the immediate response/action and outcome. Explain what happened, how did this clinical incident lead to injury, and which objects or substances were involved.

For medication incidents state all drugs involved.

For blood related clinical incidents state the patient's symptoms.

Treatment/investigations required as a result of the clinical incident:

E.g. x-ray, blood test, ECG, EEG, dressings, new medications, referral for review by another clinician.

Type of SAC 1 Clinical Incident:

If 'Other, please specify' is chosen, please provide further detail below. Please note this category should only be chosen if there is no suitable alternative in the existing list.



PATIENT HARM:

Patient outcome:

Is this incident a Near Miss?

Incidents that may have, but did not cause harm, either by chance or through timely intervention.

OTHER INCIDENT DETAILS:

Was the patient absent without leave?

If yes, what was the time of return:

Was a fetus harmed in this incident?

For clinical incident management purposes, a fetus is considered any unborn human of any gestational age from conception to birth. Please note this may differ from clinical services definitions.

If yes, what was the fetal outcome:

Did this incident involve patient care from another service?

Access the [Guidelines for the investigation of clinical incidents across health service boundaries](#).

If yes, which service?

Is a multi-site review being undertaken?

If yes, what are the details of the contact person from the other site/service?



Has the clinical incident notification to PSSU occurred following review of a patient death according to the Review of Death Policy?

http://ww2.health.wa.gov.au/Articles/U_Z/Western-Australian-Review-of-Death-Policy

Is the incident investigation using State Qualified Privilege?

Has the Open Disclosure Process been initiated?

http://ww2.health.wa.gov.au/Articles/N_R/Open-disclosure

If the Open Disclosure Process has not been initiated, please provide further explanation:

ADDITIONAL REPORTING REQUIREMENTS:

Has the Executive Director of Public Health been notified for maternal death, perinatal and infant deaths, or deaths of persons under anaesthesia?

Has the Coroner been notified for reportable deaths?

Has the Chief Psychiatrist been notified for mental health notifiable incidents?

Access *the* [Policy for Mandatory Reporting of Notifiable Incidents to the Chief Psychiatrist](#).

If additional reporting requirements have not been completed, please provide further explanation:

For further information regarding the management and investigation of SAC 1 clinical incidents (including sentinel events) and additional reporting requirements, please refer to the Clinical Incident Management Policy, available at:

http://ww2.health.wa.gov.au/Articles/A_E/Clinical-incident-management-system

To obtain an electronic copy of this form, please go to:

http://ww2.health.wa.gov.au/Articles/S_T/Severity-assessment-codes