

GM Major Trauma Network Incident Reporting & Response Form

Section 1					
Date & Time of patient arrival:	Date:	Time:			
Incident submitted by:					
Reporting Organisation:					
External Organisation(s) Involved:					
Trust Trauma Lead Informed?					
Date submitted to GM MT Network:					
Date local incident/Datix submitted:					
Local incident report number:					
Local incident report classification (category/subcategory):	Category:		Sub-category:		
Assumed Severity:	1. Negligible	2. Low/Minor	3. Moderate	4. Major	5. Catastrophic

Section 2					
Patient Name*/Initials:					
Date of Birth*/Age:					
NHS Number*:					
What part of the MT pathway is this regarding?	Pre-Hospital	ED Reception	Definitive Care	Rehabilitation	Repatriation
NWAS PRF number:					

Section 3	
Description of Incident: (Please include relevant clinical information such as injuries sustained/patient outcome)	
What actions did you take?	

Section 4	
Specific Concerns: (Please state fact only, avoid opinion and exclude individuals' names)	
What actions do you think were needed to prevent the incident in the first instance?	

*Please only include NHS Number if nhs.net – nhs.net email

Section 5 - Network Team analysis– For network team use	
Response due date:	
Initial actions:	
Findings:	
Investigation completed by:	
Section 6 – Governance Group Discussion	
Governance Meeting date:	
Attendees:	
Discussion: (Please state fact only, avoid opinion and exclude individuals' names)	

Section 7 - Governance Group Conclusion and Outcomes– For network team use					
Level of severity following review:	1 Negligible	2 Low/Minor	3 Moderate	4 Major	5 Catastrophic
Future occurrence RAG rating:	Likelihood		Consequence		Overall Rating
Discussion at Clinical Effectiveness Committee required?					
Date of Clinical Effectiveness Committee:					
Findings and Conclusions:					
Actions/Workstream Activity:					
Network analysis - Category/Categories					
Network analysis - Sub-Category/Categories:					
Response breach reason:					

Consequence	Likelihood				
	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

For grading risk, the scores obtained from the risk matrix are assigned grades as follows:

- 1–3 Low risk
- 4–6 Moderate risk
- 8–12 High risk
- 15–25 Extreme risk

Send forms containing patient-identifiable data to:

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