# 6 Incident Reports Review Tool

|  |  |
| --- | --- |
| **Service provider:** |       |
| **Unit/team:** |       |
| **Auditor:** |       |
| **Date:** |       |

### Guidance notes

Seek a description of the service’s incident-reporting policy and procedures during management interviews.

During the on-site audit visit, a review of incident reports should include a review of:

* a sample of incident forms, against the following audit objectives
* complete and comprehensive records, to enable you to develop an understanding of the circumstances surrounding the incident
* evidence that appropriate actions and reviews have been completed at the appropriate organisational level
* a summary of incident report data.

|  | **Attainment** | **Risk** | **Comments** |
| --- | --- | --- | --- |
| **a. Indicators for incident forms** |
| Initial documentation is consistent with policies and proceduresDocumentation clear/legible and factualDocumentation provides a clear understanding of circumstances surrounding the incident and evidence of appropriate action instigated and a planned follow-up  |       |       |       |
| **b. Indicators for incident reports** |
| Report for months of       reviewed |  |
| Evidence of:* level of review consistent with the nature of the incidents/events and organisational policy
* patterns and trends being reviewed on a regular basis and evidence of a feedback-loop process
* monitoring of patterns and trends, including systemic approach to analysis by:
* number and type of incidents
* location
* circumstances, including systems, process and procedures
* identification of core issues
* outcome of action taken
 |       |       |       |