

Sub-specialty (mandatory)

Available options are:

Speciality	Sub-speciality	Code	Speciality	Sub-speciality	Code
Anaesthesia		2000	Surgery		A000
	Anaesthesia General	2100		Breast Surgery	A100
	Pain Management	2200		Cardio-thoracic Surgery	A200
	Intensive Care	2300		Gastro-intestinal Surgery	A300
Elderly Services		1Z00		General Surgery	A400
	Elderly Services	1Z10		Neurosurgery	A500
Emergency Medicine		3000		Ophthalmic Surgery	A600
	Emergency Medicine	3100		Oral & Maxillofacial	A700
Medicine		4000		Orthopaedic Surgery	A800
	Cardiology	4100		ENT/Otolaryngology	A900
	Dermatology	4200		Plastic Surgery	AB00
	Endocrinology	4300		Urology	AC00
	Gastroenterology	4400		Vascular Surgery	AD00
	General Medicine	4500	Community Health Services		B000
	Genito-urinary Medicine	4600		Child Health - Surveillance	B200
	Geriatric Medicine	4700		Child Protection	B300
	Infectious Diseases	4800		Dental Care - General	B600
	Medical Genetics	4900		Dental Care Orthodontics	B700
	Medical Oncology	4A00		Environmental Health	B900
	Nephrology	4B00		Health Promotion	BA00
	Neurology	4C00		Infectious Diseases Epidemiology	BB00
	Oral Medicine	4C01	Professional Services		C000
	Palliative Medicine	4D00		Audiology	C100
	Rehabilitation Medicine	4E00		Counselling	C200
	Respiratory Medicine	4F00		Dental Care – General	C300
	Rheumatology	4G00		Dental Care – Orthodontics	C400
Paediatrics - General		5000		Nutrition & Dietetics	C500
	Neonatology	5100		Occupational Therapy	C600
	General	5700		Ophthalmology	C700
	Surgery	5800		Optometry / Orthoptics	C800
Laboratory Services		6000		Physiotherapy	C900
	Pathology - General	6100		Psychology	CA00
	Microbiology	6200		Speech & Language Therapy	CB00
	Biochemistry	6300		Social Work	CC00
	Histopathology	6400		Ambulance	CD00
Haematology		7000		Chiropody/Podiatry	CE00
	Haematology - General	7100		Pharmacy	CF00
	Haematology - Transfusion Medicine	7200	Obstetrics		D000
Mental Health		8000		Ante Natal	D100
	Adult Mental Health	8100		Delivery	D200
	Child & Adolescent Mental Health	8200		Post Natal	
	Drug & Alcohol Treatment	8300	Gynaecology		E000
Radiology		9000		Gynaecology	E100
	Radiology - General	9100	Disability		F000
	Radiation Oncology	9200		Disability Services	B800
	CT / MRI	9300		Learning/Intellectual Disability	F100
	Nuclear Medicine/PET CT	9400		Physical/Sensory Disability	F200
	Interventional Radiology/Fluoroscopy	9500	Other		Z000
	MRI	9600		Other	Z100
	Ultrasound	9700	Radiotherapy		G000
				External Beam	9200
				Brachytherapy	G100

What is the Specific Nature of the Event?

Available options are:

Medication Incident	Definitions – See Page 112-113	1000	Peri-natal	Definitions – See Page 116-117	4000
	Incorrect Medication	1100		Cerebral Irritability / Neo-natal Seizure	4100
	Incorrect Dosage	1200		Birth Injury (incl. Instrument Injury)	4200
	Incorrect route	1300		Unexpected congenital abnormality	4300
	Incorrect Directions / Labelling	1500		Episiotomy Incident (incl. breakdown of perineum)	4400
	Incorrect Method of Constitution	1700		Shoulder Dystocia	4500
	Incorrect Storage	1800		Apgar <5@1, 7@5, cord BE <12, pH<7.2	4600
	Signature of Healthcare Practitioner Omitted	1A00		Cord Prolapse	4700
	Unsatisfactory Drug Security	1C00		Meconium Aspiration	4900
	Adverse / Allergic Reaction to Known Allergen	1D00		Failed Instrumental Delivery Leading CS	4A00
	Incorrect Patient	1E00		Severe urinary or faecal incontinence	4A10
	Incorrect Rate	1F00		Puerperal infection	4A20
	Incorrect Diluents'	1G00		Resus Req unplanned NNU/NICU Admission	4A30
	Inappropriate Self-medication	1J00		Suturing Incidents (incl. breakdown of perineum)	4K00
	Contraindication to Use of Medication	1K00		Feed-related Incident	4L00
	Missed Medication	1M00		Complication Arising from Home Birth	4P00
	Other	1N00		Anti-D Incidents	4Q00
	Adverse / Allergic Reaction to Unknown Allergen	1O00		Maternal Death	4R00
	Incorrect Frequency	1P00		Unexpected Neonatal Death	4S00
	Incorrect Time	1Q00		Stillbirth	4T00
	Cytotoxic Spillage on patient	1S00		Other	4U00
	Medication on admission/transfer/discharge incorrect or not reconciled	1T00		Pregnancy arising from failed tubal ligation	4V00
	Incorrect duration of treatment	1U00		Eclamptic fit / Severe PET	4W00
	Duplicate Therapy	1V00		Retained vaginal swab or tampon	4X00
	Illegible prescription	1W00		Delivery interval emergency CS > 45 mins	4Y00
	Non-compliance with hospital policy	1X00		Complic -> transfer to OR post 2nd stage	4Z00
	Adverse Drug Interaction	1Y00		HIE (Hypoxic Ischaemic Encephalopathy)	4A40
	Patient's BMI recorded incorrectly	1Z00		Neonatal transfer to another Hosp/HDU	4A50
Diagnosis Incident	Definitions – See Page 114	2000		Unexpected transfer to SCBU/NICU	4A60
	Mislabelled Sample	2500		Perinatal transfer incident	4A70
	Mislabelled Test Results	2600		Urinary Retention	4A80
	Lost / Missing Test Results or Sample	2700		Ectopic Pregnancy – Delay in Diagnosis	4B00
	Test Performed on Wrong Patient	2800		Undiagnosed Breech in Labour	4C00
	Other	2900		Perineal Tear (3rd & 4th Degree) (incl. breakdown of perineum)	4D00
	Delayed Diagnosis	2A00		Clinical problems with Epidurals	4E00
	Failure to Diagnose	2B00		Ruptured Uterus	4F00
	Incorrect result applied to patient	2C00		Post-partum Haemorrhage	4G00
	Incorrect test performed	2D00		Maternal Convulsions (non-eclamptic)	4H00
	Contamination of Specimen	2E00		Maternal Hysterectomy	4J00
Peri-operative / Peri-procedure Incident	Definitions – See Page 115	3000	Treatment Incident	Definitions – See Page 118	5000
	Adverse Reaction to Treatment	3100		Air embolus secondary to treatment	5001
	Unexpected Complications During Operation / Procedure	3200		Delay / Failure to Treat - Adverse Outcome	5100
	Unexpected Complications Following Operation / Procedure	3300		Failure / Difficulty Performing Procedure	5200
	Wrong Operation / Procedure	3400		Serious Soft Tissue Damage	5300
	Wrong Site Surgery	3500		Post-epidural Problems	5900
	Unnecessary Surgery / Procedure	3600		Other	5B00
	Unintentional Punch / Laceration to Organ	3800		Foreign Body Left in situ	5D00
	Delayed / Cancelled surgery - Result Patient Harm	3900		Patient Refusal of Treatment	5G00
	Post-operative Infection	3A00		Infiltration Injury / Leakage	5H00
	Unplanned Return to Theatre	3C00		Hospital-related Death Rep. To Coroner	5K00
	Missing / Retained Swab / Device / Needle	3D00		DVT	5M00
	Cardiac Arrest / Resuscitation of Patient	3E00		Incorrect Procedure	5N00
	IV Infiltrates Causing Local Inflammation	3F00			
	Mendelsohn's Syndrome	3H00		Unexpected Patient Fatality	5O00
	Diathermy Burn	3J00		Cannula Injury	5P00
	Anaesthetic Problems	3K00		Tracheostomy	5Q00
	Intub. Comps Incl. Aspir / Dental Damage	3L00		Inappropriate Admission/transfer	5R00
			Blood Transfusion Incident	Definitions – See Page 119	6000
	Patient Positioning Event Leading to Injury	3M00		Blood Product Given to Wrong Patient	6100
	Graze / Laceration / Bruise / Blister	3N00			

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	Patient Fatality	3P00		Blood Product Infused at Incorrect Rate	6200
	Hospital-related Death Rep. To Coroner	3Q00		Blood Product incorrectly Stored	6300
	Surgery performed on wrong patient	3Q10		Blood Product to Patient Likely to Refuse	6400
	Other	3R00		Contaminated Blood	6410
Infection Control Incident	Definitions – See Page 122	9000		Omission of Blood Product	6500
	Hospital Acquired Infection	9200		Incorrect / No Prescription for Blood Product	6600
	Inadvertent Exposure infectious Disease	9300		Failure of Transportation / Collection Sys	6700
	Sharps injuries to patients (Excluding Needles)	9400		Adverse Reaction to Blood Products	6800
	Body Fluids - Splash Exposure	9500		Injury Arising from Donation	6900
	Blood - Splash Exposure	9600		Blood Wastage	6A00
	Needle stick Injury to patient	9700		Blood Product Recall	6B00
	Incorrect Disposal of Clinical Waste	9800		Other	6C00
	Equip / Instrument Contamination / Unsterilized	9900		Incorrect Blood Product Given	6D00
	Non-comp with Infec. Control Procedures	9A00		Haemovigilance	6E00
	Other	9B00	Consent / Confidentiality Incidents	Definitions – See Page 120	7000
Inappropriate Behaviour		9Z00		Removal & Retention of Organs w/o Consent	7100
	Inappropriate Behaviour	9Z10		Breach of Patient Confidentiality	7200
Equipment / Device Incident	Definitions – See Page 123	A000		Lack of Valid Consent	7300
	Failure / Malfunction of Device / Equipment	A100	Discharge Incident	Definitions – See Page 121	8000
	Lack / Unavailability of Device / Equipment	A200		Self-discharge / Discharge Against Advice	8100
	Wrong Device / Equipment Used	A300		Unplan Re-attend. To A&E Within One Week	8200
	Entrapment	A400		Readmission Within 72 Hours of Discharge	8300
				Unplanned Reattendance	8400
	IV stand falling on patient	A500			
	Restraints/cot-side/bed-rails	A510		Other	8500
	Tourniquet left on	A600			
	Other	A700	Slips / Trips / Falls	Definitions – See Page 126	F000
Records / Documentation Incident	Definitions – See Page 124	B000		Patient Fall Moving Under Supervision	F100
	Clinical Records Missing / Misplaced	B100		Patient Fall Moving w/o Supervision	F200
	Illegible Documentation	B200		Patient fall from bed/cot	F600
	Delay in Receiving Medical Records	B300		Patient fall from chair	F700
	Wrong Medical Records Applied to Patient	B400		Patient fall from commode	F800
	Multiple / Duplicate Records	B500		Patient fall from hoist	F900
	Absent / Incorrect ID Band	B600		Patient fall from trolley	FA00
	Incomplete Records	B700		Patient fall from toilet	FB00
	Other	B800		Other	FC00
	Incorrect Data	B900	Violence / Harassment / Aggression/Abuse	Definitions – See Page 127	H000
Patient Absconson	Definitions – See Page 125	C000		Assault – Verbal	H100
	Patient absconson – No harm	C300		Sexual Harassment	H200
	Patient absconson – Harm	C400		Racial Abuse	H400
Patient Self-harm	To be decided	E000		Assault – Physical	H500
	Suicide Within One Month of Discharge	E100		Bullying / Intimidation	H600
	In-patient Suicide	E300		Other	H700
	Attempted Suicide While Under Medical Supervision	E400		Aggressive Behaviour	H900
	Attempted self harm	E600		Alleged Bullying	HA00
	Suicide while under medical supervision	E700		Alleged Physical Assault	HB00
Radiation Incd		D000		Alleged Sexual Harassment	HC00
	Incorrect patient	D001		Restraint	HD00
	Incorrect procedure	D002		Restraint Intervention	HD00
	Incorrect anatomy	D003		Sexual Abuse	HE00
	Deterministic effects from interventional radiology	D004		Emotional Abuse	HF00
	Equipment failure, accident, error or mishap causing patient exposure	D005		Neglect	HG00
	Multiple exposures greater than intended	D006	Other		Z000
	Adult: > twice Diagnostic overexposure > 10mSv or 20 times dose intended	D007	Unplanned Events	To be decided	G000
	Child: > twice Diagnostic overexposure > 3mSv or 15 times dose intended	D008		Sudden Collapse	G100
	Inadvertent dose to foetus > 1mGy	D009		Unexpected Deterioration	G200
	Incorrect radiopharmaceutical	D010		Unplanned Admission to Theatre	G300
	Inadvertent dose to the breastfed child over 1mSv	D011		Transfer to Another Hospital / HDU	G400
	Therapeutic N Med – Administered activity different	D012		Unplanned Readmission After Surgery	G500

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	by 20% of intended				
	Therapeutic N Med – Administered activity different by 20% of intended	D013			Extended Stay G600
	Therapeutic dose given instead of diagnostic dose e.g radioiodine	D014			Other G700
	Radiotherapy dose variation from prescribed total dose of greater than 10%	D015			Choking Episode G610
	Radiotherapy dose variation from a fractional dose of greater than 20%	D016		Unexplained Injury/Unknown Cause	GG00
	Radiotherapy – variation in fractional dose from 10% up to 20%	D017			Unexplained Injury/Unknown Cause GG10
	Radiotherapy – variation in or prescribed dose from 5% up to 10%	D018			
	Radiotherapy – completely incorrect volume	D019			
	Radiotherapy – setup variation that will/could impact on organs at risk	D020			
	Inadvertent deterministic effects	D021			
	Dose given to carers without consent greater than medical council guidelines	D022			
	Any other radiation exposure incident to patient	D023			

What is the Body Part Affected?

Abdomen	Ankle	Arm	Back	Bladder
Brain	Breast	Buttocks	Chest	Ear
Elbow	Eye	Face	Finger	Foot
Forehead	Genital	Groin	Hand	Head
Hip	Internal	Knee	Leg	Lips
Lung	Mouth	Multiple injuries	Neck	Neck/whiplash
No apparent injury	Nose	Other	Pelvis	Perineum
Psychological	Respiratory	Rib	Shoulder	Teeth
Thigh	Throat	Thumb	Toe	Uterus
Vagina	Wrist			

What Was the Outcome?

This is the harm (if any) caused to the patient by the incident/near miss. This may include an escalation or prolonging of the original condition being treated or the emergence of a new injury, illness or disease. Among the options is **No apparent injury/reaction**.

The available options are:

Description	Code	Description	Code
Allergic Reaction	1000	Infection (C. difficile)	B100
Amputation	2000	Infection (Hepatitis C)	B000
Anaesthetic Awareness	Y100	Infection (MRSA)	Y110
Asphyxiation	3000	Infection (VRE)	B200
Birth Injury	Y101	Infection (VRSA)	B300
Blindness/vision impairment/eye injury	Y102	Laceration	C000
Brain Damage	Y103	Loss of Consortium	Y111
Bruising	4100	Multiple Injuries	Y112
Burn/Scald	5000	Nerve Damage	Y113
Cerebral Palsy	5100	No Apparent Injury/Reaction	Z000
Collapse/loss of consciousness	6000	Organ Damage	Y114
Dislocation	6100	Other	Y115
Dental damage	Y104	Pain and Suffering	Y116
Facial palsy	7000	Paralyses	Y117
Failed Sterilisation	Y105	Permanent Injury	Y118
Fatality	8000	Pressure Sores	D000
Fertility Impairment	Y106	Psychological/psychiatric injury	Y119
Fracture	9000	Puncture injury	E000
Graze	9100	Serious deterioration in condition	F000
Fracture Deformity	Y107	Slipped epiphysis	Y120
Haemorrhage	Y108	Temporo/Mandibular dislocation	Y121
Hearing impairment	Y109	Trauma	G000
Infection	A000		

Appendix I: HSE RISK IMPACT TABLE

	Negligible	Minor	Moderate	Major	Extreme
Injury	Adverse event leading to minor injury not requiring first aid. No impaired Psychosocial functioning	Minor injury or illness, first aid treatment required <3 days absence < 3 days extended hospital stay Impaired psychosocial functioning greater than 3 days less than one month	Significant injury requiring medical treatment e.g. Fracture and/or counselling. Agency reportable, e.g. HSA, Gardaí (violent and aggressive acts). >3 Days absence 3-8 Days extended hospital Stay Impaired psychosocial functioning greater than one month less than six months	Major injuries/long term incapacity or disability (loss of limb) requiring medical treatment and/or counselling Impaired psychosocial functioning greater than six months	Incident leading to death or major permanent incapacity. Event which impacts on large number of patients or member of the public Permanent psychosocial functioning incapacity.
Service User Experience	Reduced quality of service user experience related to inadequate provision of information	Unsatisfactory service user experience related to less than optimal treatment and/or inadequate information, not being talked to & treated as an equal; or not being treated with honesty, dignity & respect - readily resolvable	Unsatisfactory service user experience related to less than optimal treatment resulting in short term effects (less than 1 week)	Unsatisfactory service user experience related to poor treatment resulting in long term effects	Totally unsatisfactory service user outcome resulting in long term effects, or extremely poor experience of care provision
Compliance with Standards (Statutory, Clinical, Professional & Management)	Minor non compliance with internal standards. Small number of minor issues requiring improvement	Single failure to meet internal standards or follow protocol. Minor recommendations which can be easily addressed by local management	Repeated failure to meet internal standards or follow protocols. Important recommendations that can be addressed with an appropriate management action plan.	Repeated failure to meet external standards. Failure to meet national norms and standards / Regulations (e.g. Mental Health, Child Care Act etc). Critical report or substantial number of significant findings and/or lack of adherence to regulations.	Gross failure to meet external standards Repeated failure to meet national norms and standards / regulations. Severely critical report with possible major reputational or financial implications.
Objectives/Projects	Barely noticeable reduction in scope, quality or schedule.	Minor reduction in scope, quality or schedule.	Reduction in scope or quality of project; project objectives or schedule.	Significant project over – run.	Inability to meet project objectives. Reputation of the organisation seriously damaged.
Business Continuity	Interruption in a service which does not impact on the delivery of service user care or the ability to continue to provide service.	Short term disruption to service with minor impact on service user care.	Some disruption in service with unacceptable impact on service user care. Temporary loss of ability to provide service	Sustained loss of service which has serious impact on delivery of service user care or service resulting in major contingency plans being involved	Permanent loss of core service or facility. Disruption to facility leading to significant 'knock on' effect
Adverse publicity/ Reputation	Rumours, no media coverage. No public concerns voiced. Little effect on staff morale. No review/investigation necessary.	Local media coverage – short term. Some public concern. Minor effect on staff morale / public attitudes. Internal review necessary.	Local media – adverse publicity. Significant effect on staff morale & public perception of the organisation. Public calls (at local level) for specific remedial actions. Comprehensive review/investigation necessary.	National media/ adverse publicity, less than 3 days. News stories & features in national papers. Local media – long term adverse publicity. Public confidence in the organisation undermined. HSE use of resources questioned. Minister may make comment. Possible questions in the Dail. Public calls (at national level) for specific remedial actions to be taken possible HSE review/investigation	National/International media/ adverse publicity. > than 3 days. Editorial follows days of news stories & features in National papers. Public confidence in the organisation undermined. HSE use of resources questioned. CEO's performance questioned. Calls for individual HSE officials to be sanctioned. Taoiseach/Minister forced to comment or intervene. Questions in the Dail. Public calls (at national level) for specific remedial actions to be taken. Court action. Public (independent) Inquiry.
Financial Loss (per local Contact)	<€1k	€1k – €10k	€10k – €100k	€100k – €1m	>€1m
Environment	Nuisance Release.	On site release contained by organisation.	On site release contained by organisation.	Release affecting minimal off-site area requiring external assistance (fire brigade, radiation, protection service etc.)	Toxic release affecting off-site with detrimental effect requiring outside assistance.

1. LIKELIHOOD SCORING

Rare/Remote (1)		Unlikely (2)		Possible (3)		Likely (4)		Almost Certain (5)	
Actual Frequency	Probability	Actual Frequency	Probability	Actual Frequency	Probability	Actual Frequency	Probability	Actual Frequency	Probability
Occurs every 5 years or more	1%	Occurs every 2-5 years	10%	Occurs every 1-2 years	50%	Monthly	75%	At least monthly	99%

3. RISK MATRIX

	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare/Remote (1)	1	2	3	4	5

Contributory Clinical Factor (Primary)

The primary clinical cause of the incident.

Contributory Clinical Factor (Additional)

Any secondary clinical cause that contributed to the incident.

Options available for both Primary and Additional Contributory Clinical Factors are:

- Adverse / allergic reaction
- Adverse Drug Interaction
- Blood product incorrectly stored
- Blood product infused at incorrect rate
- Consent obtained by inappropriate practitioner
- Contaminated instrument
- Contra-indication to the use of medicine
- Cross-matching error
- Defective equipment
- Delay/failure in acting on formal result
- Delay/failure in recognise complication tm.
- Delay/failure to treat
- Delay/failure to do initial assessment
- Delay/failure to allocate following an initial assessment
- Delay/failure to deliver child protection care plan
- Delay/failure to deliver statutory requirements children in care - social worker allocation
- Delay/Failure to deliver statutory requirements children in care - Statutory Visits
- Delay/failure to deliver statutory requirements children in care - children in care review
- Delay/failure to deliver statutory requirements children in care - care plan
- Delay/failure to do CSA assessment
- Expired blood product
- Failure in discharge planning process

- Failure of antenatal screening
- Failure of clinical assessment equipment
- Failure of transportation/collection system
- Failure to carry out post-op monitoring
- Failure to determine patient competence
- Failure to interpret CTG correctly
- Failure to monitor
- Failure to monitor intra-operatively
- Failure to provide adequate information
- Failure to refer for hospital follow-up
- Failure to seek consent
- Failure to undertake clinical assessment
- Failure/delay ordering appropriate tests
- Failure/delay to perform tests
- Illegible documentation
- Inadequate infection control procedures
- Inadequate medical documentation
- Incorrect results
- Incorrect duration of treatment
- Inappropriate/lack of placements
- Ineffective treatment
- Lack of preoperative patient assessment
- Medication on admission/transfer/discharge incorrect or not reconciled
- Misdiagnosis
- Non-compliance with hospital policy
- Patient's BMI recorded incorrectly
- Practitioner error
- Retained products of conception
- User error
- Failure to Admit / Arrange Admission
- Other