# Significant Event Reporting Form

To be completed and returned to Thanet Health CIC within 48 hours of the Significant Event being identified. If there is a delay, the 72 hour report will need to be completed and returned at the same time.

If you have any questions of queries about this form, please contact Head Office who will assist you: [KMCCG.thcic@nhs.net](mailto:KMCCG.thcic@nhs.net)

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| **REPORTER DETAILS** | | | |
| **Organisation** |  | | |
| **Reporter Name** |  | | |
| **Reporter Job Title** |  | | |
| **Reporter Tel. Number (Optional)** |  | | |
| **Reporter Email (Optional)** |  | | |
| **WHEN AND WHERE** | | | |
| **Date of Event** |  | | |
| **Time of Event** |  | | |
| **Site of Event** | *Choose an item* | | |
| **WHO** | | | |
| **Reason for Reporting** |  | | |
| **Roles of those involved in the discussion** |  | | |
| **WHAT HAPPENED?** | | | |
| **Type of Event** | Choose an item. | | |
| **Description of what happened** |  | | |
| **What went well?** |  | | |
| **What could have been done better** |  | | |
| **Internal Investigation Required** | Yes  No | | |
| **Immediate Action Taken to prevent/reduce & or manage risk/patient harm** |  | | |
| **Learning/ development – reflection on incident** |  | | |
| **Action points (including if to be discussed at whole team meeting)** |  | | |
| **Date of completion of actions** |  | | |
| **Further review or audit required?** | Yes  No | | |
| **Duty of Candour Comments**  **See link below for further guidance if required:**  [***https://www.cqc.org.uk/guidance-providers/all-services/regulation-20-duty-candour***](https://www.cqc.org.uk/guidance-providers/all-services/regulation-20-duty-candour) | *Include Steps taken to involve and support those affected (including patient(s), victims, families, staff…* | | |
| **Externally Reportable** | Yes  No | **Externally Reportable to** *(more than one can be selected)* | Care Quality Commission (via NRLS)  Care Quality Commission (via direct communication/notification)  Health and Safety Executive  Medicines and Healthcare products Regulatory Agency (MHRA)  National Reporting and Learning System (NRLS)  Police  Professional regulatory bodies (e.g. GMC, UKCC etc)  Public Health England  Health Education England  Other  *If other, please specify;* |
| **Have the Relevant Organisations/ Persons been Notified? (if applicable)** | *Choose an item.* | | |

Please return the completed form by e-mail to: [KMCCG.thcic@nhs.net](mailto:KMCCG.thcic@nhs.net)