Work Instruction

TITLE	REPORTING RESEARCH INCIDENTS ON DATIX WORK INSTRUCTION
REFERENCE No.	PHT/WI/39
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APPROVER	Research Governance Group

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1. Introduction

1.1 Purpose

This work instruction (WI) describes the steps involved in the process of reporting research-related incidents onto the Datix database, Queen Alexandra Hospital, Portsmouth. This document forms part of the controlled documentation of the departmental Quality Management System.

1.2 Responsibility

Research Office personnel are responsible for ensuring the implementation and maintenance of this work instruction.

1.3   Training Requirements

Self directed training must be carried out by all Research staff required to use this work instruction. If clarification is needed then the trainee should approach their line manager and/or the WI author. Staff trained in this WI are responsible for updating their training log.

1.4   References & Related Documents

Reference / Document title	Location
Safety learning event reporting form	Icon on computer desktop and PHT Intranet

2.   Work Instruction

The purpose of the Datix reporting system is to collect information about an incident or near miss affecting patients, staff or the Trust as a whole. A key element of the system is that the incident is reported to a suitable trained person who will assess the incident and will make decisions in order to solve the issue. It is important therefore that the incident reporting form is completed correctly so that research-related incidents reach the appropriate assessors.

2.1   The Datix reporting system can be found as an icon on your desktop titled 'safety learning event reporting form'. It can also be found on the intranet, by scrolling down the right hand side menu.

2.2   Under the "Event date and time" section, enter the incident date and time (if this is not available enter the date/ time of reporting)

2.3   Proceed to the "Event location" section and enter the following information:
Site: The scroll down menu lists all sites belonging to Portsmouth Hospitals NHS Trust including Queen Alexandra Hospitals, St Mary's Hospital, satellite dialysis units and so on. Please select the site the incident occurred.

Ward/Department/Unit: From the scroll down menu please select "Research and Development Department". This is very important as it ensures that the incident alert will reach the nominated research leads as opposed to the standard care leads.
Clinical Service Centre: this will be "corporate services" by default.
Specialty: Please enter the name of the specialty department where the incident occurred.
Location Exact: Enter the location of the event.

2.4   Under the "Event Coding" section please enter the following information:
Who was affected by this event? From the scroll down menu please select who was affected by the event. Please be aware that the number and type of questions you will need to complete will depend on your answer to this question.   If the event affected a patient, staff or visitor, contractor or member of the public you will need to complete the "people affected" section of the form.

2.5   Most of the questions you will need to answer from this point on are related to details of the incident. Many will be straightforward yes/no answer but you will need to enter a description of the event and information about the action taken under the "Event details" header. Enter key words 'research' and/or 'trial' to aid search for incidents by Research Lead incident reviewers (do not enter names of people in the description box).

Once you are satisfied that you have provided the information required to the best of you knowledge, click the submit button at the bottom of the form. The incident than will be reported by email to the Research Leads who will review the incident and take appropriate action if necessary.

For any queries regarding reporting of incidents/near misses please contact the research Office extension 6236 or Research.Office@porthosp.nhs.uk

End of Work Instruction

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