

## Incident Report Form

to be completed by the Chief Executive in consultation with the reporter/witness



Name of person reporting incident and role in BAPAM:

Date, time and method of report (e.g. personal, phone call, e-mail):

Date, time and method of report confirmation by Chief Executive:

Type of Incident eg. Patient / Clinical / Legal/Corporate

Site where incident took place:

Date and time of incident:

Details of other personnel involved:

Details of patient involved:

Incident Description (if physical injury occurred, also attach an Accident report form):

Emergency Services involved:

Immediate actions and outcomes:

Chief Executive actions: -

1. Category of Incident (Adverse Event, Near Miss or Serious Incident)
2. Incident entered on database
3. Incident investigative process commenced as per BAPAM's *incident policy*

Person leading investigation:

Investigative team: