# BAPAM INCIDENT REPORTING FLOWCHART

Incident Occurs

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BAPAM Clinician/personnel involved must document incident details as soon as possible– including incident timeline.

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Incident reported to BAPAM Chief Executive by telephone, in person or by encrypted email as soon as possible after the incident.
Chief Executive acknowledges and completes *Incident Report Form*
in consultation with BAPAM clinician/personnel

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Does Incident constitute *a Near Miss* or a *Serious Incident*?
Chief Executive decision based on *Incidents policy*

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**NEAR MISS**

Incident entered on register.

Small scale investigation led by Chief Exec and any relevant personnel

**SERIOUS INCIDENT**

Incident entered into register.

Lead Investigator identified with Team

Chairman – legal/corporate

Hon Med Director – patient safety/CG issue

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Investigative process:
Gathering and mapping information
Analysing information
Generating solution

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Investigation report and action plan logged on incident register
(and patient notes if relevant)

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Incident register presented at quarterly BAPAM meetings: Clinical/Patient incidents to BAPAM Medical Committee; Corporate/Legal incidents to BAPAM Board of Trustees.

After Incident reports presented, Chief Executive closes investigation and confirms timescales for monitoring the action plan where actions/ improvements are still being implemented