 <p>Adverse events notification form</p>	CONFIDENTIAL
	<p>Name:</p> <p>Halaxy ID:</p> <p>Date of birth:</p>

BlueHub is committed to preventing the occurrence of adverse events wherever possible. Two types of events are required to be notified to the TPAV BlueHub team – a major impact and a non-major impact event.

A **major impact adverse event** is defined using the Department of Health and Human Services Client incident management guide (<https://providers.dhhs.vic.gov.au/cims>) and includes:

- the unanticipated death of a client
- severe physical, emotional or psychological injury or suffering which is likely to cause ongoing trauma
- a pattern of events related to one client which, when taken together, meet the level of harm to a client. This may be the case even if each individual event is a non-major impact event.

Non-major impact adverse events are defined as:

- events that cause physical, emotional or psychological injury or suffering, without resulting in a major impact
- events to the client that do not require significant changes to care requirements, other than short-term interventions: for example, first aid, observation, talking interventions or short-term medical treatment
- events that involve a client but result in minimal harm
- events that do not otherwise meet the criteria for 'major impact'.


Instructions

All **major impact** adverse events that occur in a BlueHub Clinic need to be reported to the TPAV BlueHub team **within 48 hours** by using this *Adverse Events Notification Form*.

Major events

The following process should be followed for any major impact adverse event.

1. Adverse event identified.
2. Complete clinical risk assessment.
3. Address client and other involved parties' safety and wellbeing needs, including arranging for medical attention and notifying Victoria Police and/or other emergency services as appropriate.

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4. Complete the *Adverse Event Notification Form* included in this document and forward to the TPAV BlueHub team within **48 hours** of the event occurring.
5. In conjunction with standard protocol in place at the clinic, conduct investigation and review process (including identifying recommendations and actions to improve practice in accordance with organisational occupational health and safety and quality assurance policy).
6. Complete the ***Adverse Event Registry Form***. All clinicians and hubs are required to keep an Adverse Event Registry and forward this registry to the TPAV BlueHub team on a monthly basis.


Non-major events

All non-major events need to be recorded on the Adverse Events Registry Form as and when they occur but, please note, they do not require an *Adverse Events Notification Form* to be completed and submitted.

Monthly reporting

The Adverse Events Registry Form, recording major and non-major events, needs to be submitted at the end of each month to the TPAV BlueHub team at bluehub-intake@tpav.org.au.

If you have any questions about this form or the process, please contact the TPAV BlueHub team at bluehub-intake@tpav.org.au or on 03 9468 2600.

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For major events, complete this form and forward to bluehub-intake@tpav.org.au within 48 hours of the event occurring.

For non-major events, please record these events in the separate *Adverse Event Registry Form* for reporting back to the TPAV BlueHub team on a monthly basis.

Event details

Details of location of event	Clinic site
	Date of event
	Names of individuals involved
Details of individual completing this form	Date reported
	Name & role of individual
	Phone number
	Email address

*** Please note all text boxes have a maximum of 2000 characters

Summary of event (who, what, when, where, nature of any injury sustained, medical assistance required)

Follow-up actions (internally within hub if applicable)