



Risk Event Continuation Sheets

For providing additional information about a Risk Event

To order another book of Risk Event Continuation forms contact supplies.

How to use this book

Continuation Sheets allow additional information about a Risk Event to be recorded. The same 'rules' apply to completing a Continuation Sheet as a Risk Event form - they can be completed by any member of staff, in BLOCK CAPITALS and black biro pen, etc.

The Continuation Sheet can be used to record additional information at the time of the incident or provide details that do not come to light until some time after the incident.

It is important to show which Risk Event the information on the Continuation Sheet relates. Therefore the Unique Form Serial Number from the relevant Risk Event form must be entered on the Continuation Sheet.

Examples of information which may be provided on the Continuation Sheet :

When more than one person is affected by an incident: A separate Risk Event form for each person does not need to be completed. This can lead to counting the same incident more than once. However details about each person affected by an incident must be recorded and the Continuation Sheet can be used to provide their details. In such instances the additional person's name, date of birth, person status code, service code, patient number, etc, must be noted on the Continuation Sheet along with any injuries they may have sustained.

When there is lost or stolen equipment or an equipment failure: Details of the equipment such as make, model, serial numbers, value, etc, can be recorded on the Continuation Sheet.

The Continuation Sheet may also be used to notify the outcome or consequences of an event which were not discovered until after the original form has been passed along the chain of command. This may include reporting injuries that were not apparent at the time of the incident, advising the actual cost or repairing or replacing a stolen item - this information might not be available at the time of the incident.

Once the Continuation Sheet has been completed the top copy should be follow the same route as the main Risk Event form to the Data Entry Clerk. The bottom copy should be stapled to the main Risk Event form.

Risk Event - Continuation Sheet

Main Risk Event Form Serial No :

Forms must be completed in full, in BLOCK CAPITALS, and in BLACK biro pen

This form **MUST** link to a Risk Event Form - insert the serial number of the main form here

Area with horizontal dashed lines for writing.

Full name of person completing this form

Signature

Date

Top copy to Risk Event Data Entry Clerk (send to Clinical Effectiveness Dept, St James Hospital) via Dept Manager & Senior Manager Bottom copy stays in book.