

Redcliffe



Adverse Event Report Pack

For reporting clinical and non-clinical adverse events and near misses, affecting patients, staff, visitors and property

Forms & Guidance Notes



Reporting an incident - The process:

- Witness to incident
- Read (1) 'Guidance Notes' Booklet
- Complete 'Adverse Event Report Form' using the:
 - (2) 'How to Complete the Form' leaflet and
 - (3) 'Code Guidance' leaflet

This folder contains:

- 1. Guidance Notes
- 2. How to complete the Form
- 3. Guidance Code

If any items are missing please contact your
PCT Risk Advisor

East Hampshire PCT

Tel: 023 9224 8800

Portsmouth City Teaching PCT

Tel: 023 9282 2444

Fareham and Gosport PCT

Tel: 01329 233447