Flow chart for Trust incident reporting to HENW

Critical Incident Reported

Trust Governance System: Clinical Director/Risk assessment etc (internal processes assessing level of incident and appropriate actions)

Never event?

Yes

HENW Postgraduate Dean and appropriate AD informed immediately

No

ES informed
Trainee informed
Medical Education informed
Lead Employer informed

ES report
Reflective piece
Exception Report
Collective Exit Report
Collective Exit Report

e-portfolio
Form R

ARCP

Notes:
The trainee is responsible for following the incident through to conclusion, even if they rotate.
The Trust should feedback ‘lessons learned’ to trainees/staff via newsletter; trainee presentation or similar.