Occurrence Reporting
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All patient and visitor occurrences, whether they are near misses or have actually caused injury should be reported.
Why is Reporting and Investigation Important?

• Proactive risk reduction: Investigating is essential to learning the cause and preventing future losses

• Identify trends in error so steps can be taken to correct problems

• The purpose is prevention and performance improvement and not to assign blame
Reporting Occurrences

An occurrence is any event, with or without injury, that is not part of our routine operations.

For example: falls or injuries from or during procedures or treatments

- The **potential** for injury and/or damage (**near-miss**) is also reason for an occurrence to be reported
- The **MIDAS System** should be used for all non-employee incidents (patient and visitors)
- The **THEIR System** should be used for all employee incidents
# Two Occurrence Reporting Systems

<table>
<thead>
<tr>
<th>MIDAS OCCURRENCE REPORTING SYSTEM</th>
<th>THEIR OCCURRENCE REPORTING SYSTEM</th>
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<tbody>
<tr>
<td>Found on the homepage of the Intranet</td>
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<tr>
<td>Use for <strong>patient and non-patient</strong> (not employees)</td>
<td>Use for all <strong>employee/colleague occurrences</strong></td>
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<td>Fill out form electronically</td>
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<td>Occurrence report is sent to appropriate personnel automatically after saving and submitting</td>
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MIDAS - Reporting

Use for patient and non-patient occurrences

MIDAS link is located here on the homepage of the intranet
MIDAS Report - Remote Date Entry

Each blue heading defines a category of event. Select the title that pertains to the occurrence you are reporting.

There are examples of events below each category to assist.
MIDAS – Non-Patient Reporting

- To report an occurrence of a non-patient, select the Non-Patient option as displayed above. Remember, MIDAS is NOT for employees.
- Enter all specific non-patient data such as name, date of birth, address, contact information, etc.
Trinity Health Employee Incident Report - THEIR

Use for employee/colleague occurrence reporting

THEIR link is located here on the homepage of the intranet
THEIR Reporting

Follow form directions to complete occurrence reporting

If you are employed by an outside agency select the “Not Employed by Trinity Health” in the Department Employed section.
Completing the Occurrence Report

The employee who observed or has the most knowledge about the error or occurrence should complete the form

- Complete the report at the time of the occurrence or discovery of the occurrence
- Follow the directions – fill out the form as completely as possible
- Provide only the facts
- Do not assign blame. This is a non-punitive process
- Do not chart in the medical record that an occurrence report was completed
- This form is confidential.
- Notify available leader (Manager/House Supervisor) immediately for serious patient/visitor injury
- Notify Physician as needed based on significance of occurrence
Other Reporting Information

- For property loss, contact your Leader and Security
- If equipment is involved and has caused an injury:
  - Record the manufacturer’s serial number
  - Put the equipment aside along with all disposable attachments (including packaging), and label “DO NOT USE.” The equipment should not be cleaned or disturbed.
- Notify appropriate department immediately (Bio-med, Maintenance, IT)
Occurrence Reports

• After saving and submitting form in MIDAS, it will be reviewed by departmental leaders and risk management

• If you have any questions regarding what should be reported ask your leader

• If assistance is needed in filling out an occurrence report in MIDAS, contact your leader or Erin Dabney, Quality Analyst at 319-272-8659

• If assistance is needed in filling out a colleague incident within THEIR, contact Colleague Health Safety at 319-272-5030