

# ED-Org-8.23 Critical Incident and Adverse Event Notification



## 1. Purpose

- 1.1. This Policy requires the reporting of critical incidents and adverse events to the Australian College of Rural and Remote Medicine (ACRRM) and/or the Royal Australian College of General Practitioners (RACGP) to meet accreditation reporting requirements.

## 2. Application and Scope

- 2.1. This policy applies to all activities involving training practices and posts, and registrars training with EV GP Training (EV) under the Australian General Practice Training (AGPT) program.
- 2.2. The policy is in place to provide consistency over the reporting of adverse events and critical incidents involving registrars in the AGPT program. The Policy is derived from work performed by the Regional Training Organisation (RTO) CEO Network (RTON) and Lead Medical Educators Committee (LMEC).

## 3. Policy detail

- 3.1. When identified, EV will report to RACGP and/or ACRRM events involving registrars and/or training facilities that involve the following:
  - 3.1.1. Mandatory notification of registrars or supervisors to the AHPRA.
  - 3.1.2. Involuntary withdrawal of registrars due to clinical competency under the [AGPT Withdrawal Policy](#).
  - 3.1.3. Recommendation or actual withdrawal of training practice accreditation of a training facility.
  - 3.1.4. Serious personal illness of a registrar affecting their training progression that may require exceptions to AGPT or RTO policies in order for them to complete training.
  - 3.1.5. Failure of a registrar to successfully complete a remediation term.
  - 3.1.6. Removal of a registrar from a training facility under the RTO's Registrar at Risk or similar policy.
  - 3.1.7. Serious illness or injury of a registrar where the RTO has to instigate Category 1 leave until the situation resolves.
  - 3.1.8. Death of a registrar.
  - 3.1.9. Changes to training facility arrangements that place a registrar at risk
  - 3.1.10. Training practice, registrar, or RTO activity or situation that is reasonably likely to cause damage to the reputation of ACRRM or RACGP.

## 4. Procedural Guidelines

- 4.1. These Procedural Guidelines provide guidance on the identification and reporting of critical incidents or adverse events that occur at accredited training practices or posts involving registrars, supervisors or practice staff.
- 4.2. For events that fall within clauses 3.1.1 – 3.1.9 above, EV will already hold relevant documentation. These events should be notified to the relevant College(s) contact. If there is no clear contact, it should be directed to the Victorian Censor (RACGP) and/or Director of Training (ACRRM). The notification should be made by the EV CEO, relevant Pathway Manager or the Director of Training (DoT) (according to agreed delegations).
- 4.3. For clause 3.1.10 above, EV will report events involving “training practice, registrar, or RTO activity or situation that is reasonably likely to cause damage to the reputation of ACRRM or RACGP.” The nature of these situations may be divergent and there will be judgement by participants as to whether an event fulfils this criteria, if there is doubt it is suggested that there is notification. As some situations in this category may include those which may later give rise to legal proceedings, participants may be limited in what they are advised to communicate to third parties. If such an activity or situation was to occur, EV would expect:
  - 4.3.1. There is a notification to the CEO as soon as practicable following the incident
  - 4.3.2. Notification would include:
    - 4.3.2.1. The names of the relevant EV affiliates (such as the practice name and as relevant the registrar(s) and supervisor(s) names

## ED-Org-8.23 Critical Incident and Adverse Event Notification



- 4.3.2.2. An indication of the type of event (such as a clinical event, a workplace safety event, etc)
  - 4.3.2.3. As much information as the person notifying is comfortable providing
  - 4.3.2.4. Any suggestions for improvement in EV processes to prevent a recurrence.
- 4.4. Based on the information provided, EV will consider whether notification(s) are required, such as to the relevant College(s), Department of Health, Worksafe, or APHRA.

<b>Responsibility</b>	CEO
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