

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. A critical incident is where there has been a serious negative outcome. An adverse event risks or causes significant harm.

3. Policy detail

- 3.1. When identified, EV will report to RACGP and/or ACRRM critical incidents 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. Removal of a registrar from a training facility under the RTO's Registrar at Risk or similar policy.
 - 3.1.5. Serious illness or injury of a registrar where the RTO has to instigate Category 1 leave until the situation resolves.
 - 3.1.6. Death of a registrar.
 - 3.1.7. Changes to training facility arrangements that place a registrar at risk.
 - 3.1.8. Criminal activity or suspected criminal activity by a registrar, supervisor or training post.
 - 3.1.9. Training practice, registrar, or RTO activity or situation that likely to bring EV and / or a College into disrepute.

EV will also report to the relevant College(s) any material changes in EV that have the capacity to seriously threaten, or an actual sustained disruption, of the delivery of AGPT training in accordance with standards.

Not all adverse events will be reported to the relevant College(s), but some will be in accordance with the relevant College Policy.

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 most events in section 3, EV will already hold relevant documentation. These events should be notified to the relevant College(s) contact.
- 4.3. In some critical incidents, the events may include those which may later give rise to legal proceedings. Participants may have legal advice to limit what is communicated to third parties. If such a situation was to occur, EV would expect:
 - 4.3.1. There is a notification to the CEO or DMET 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
 - 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.

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