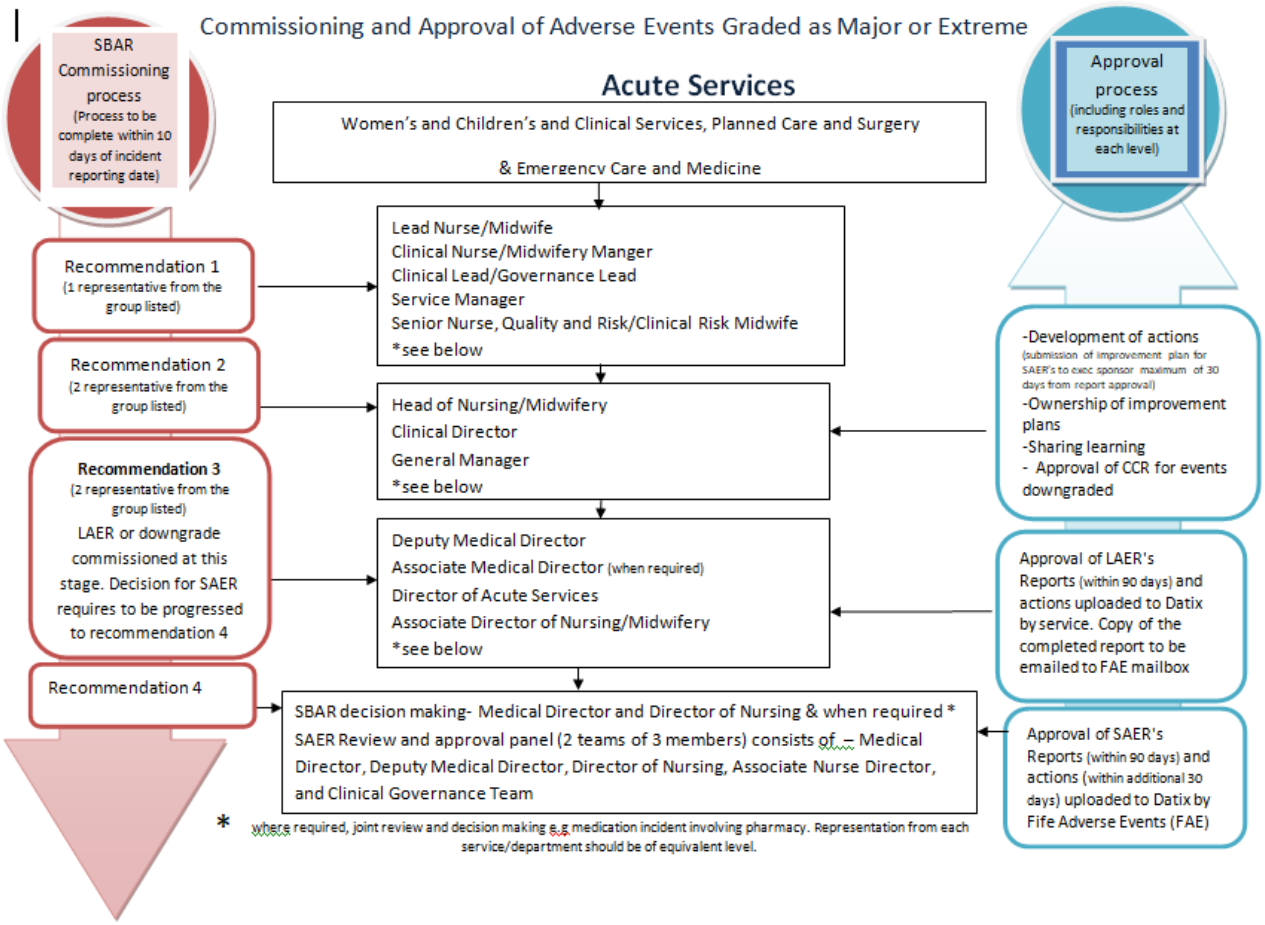
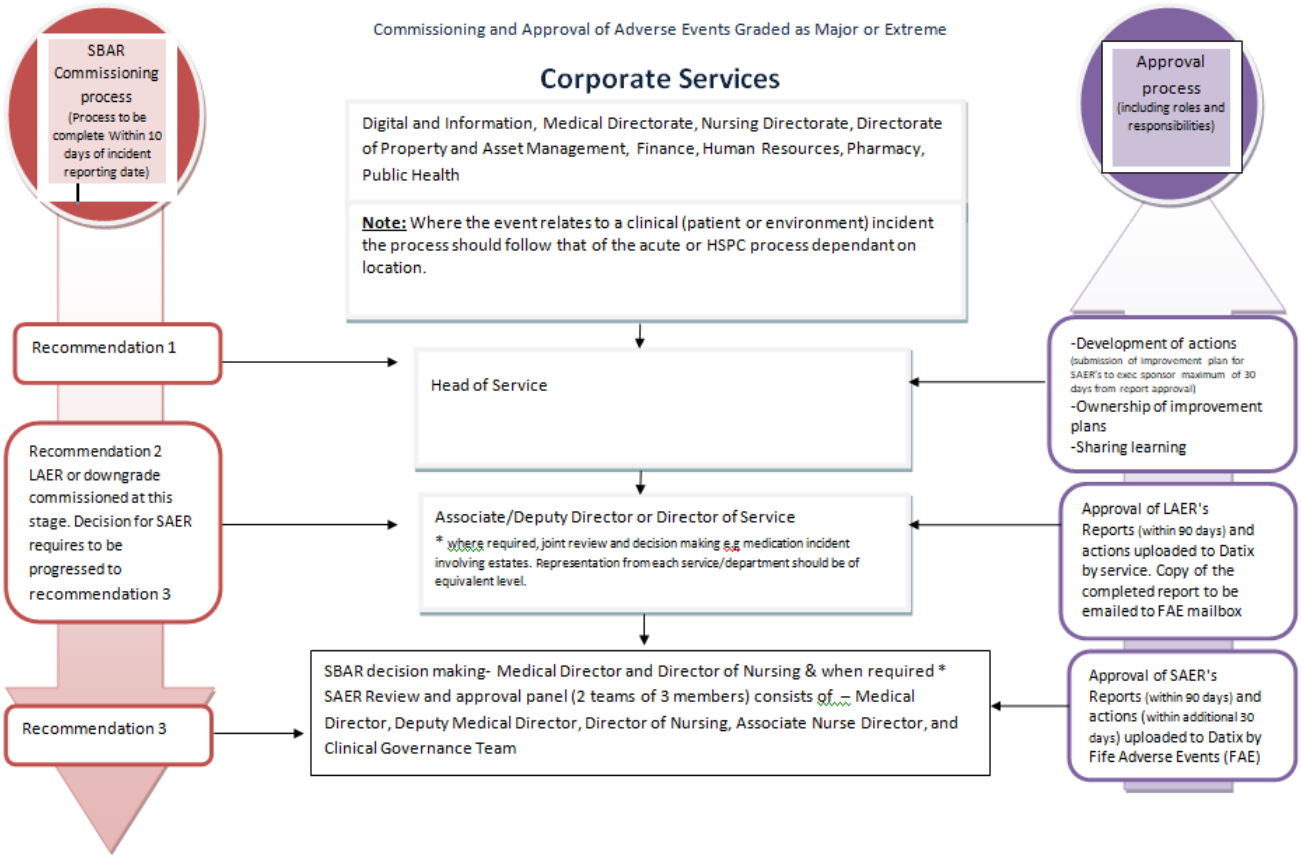
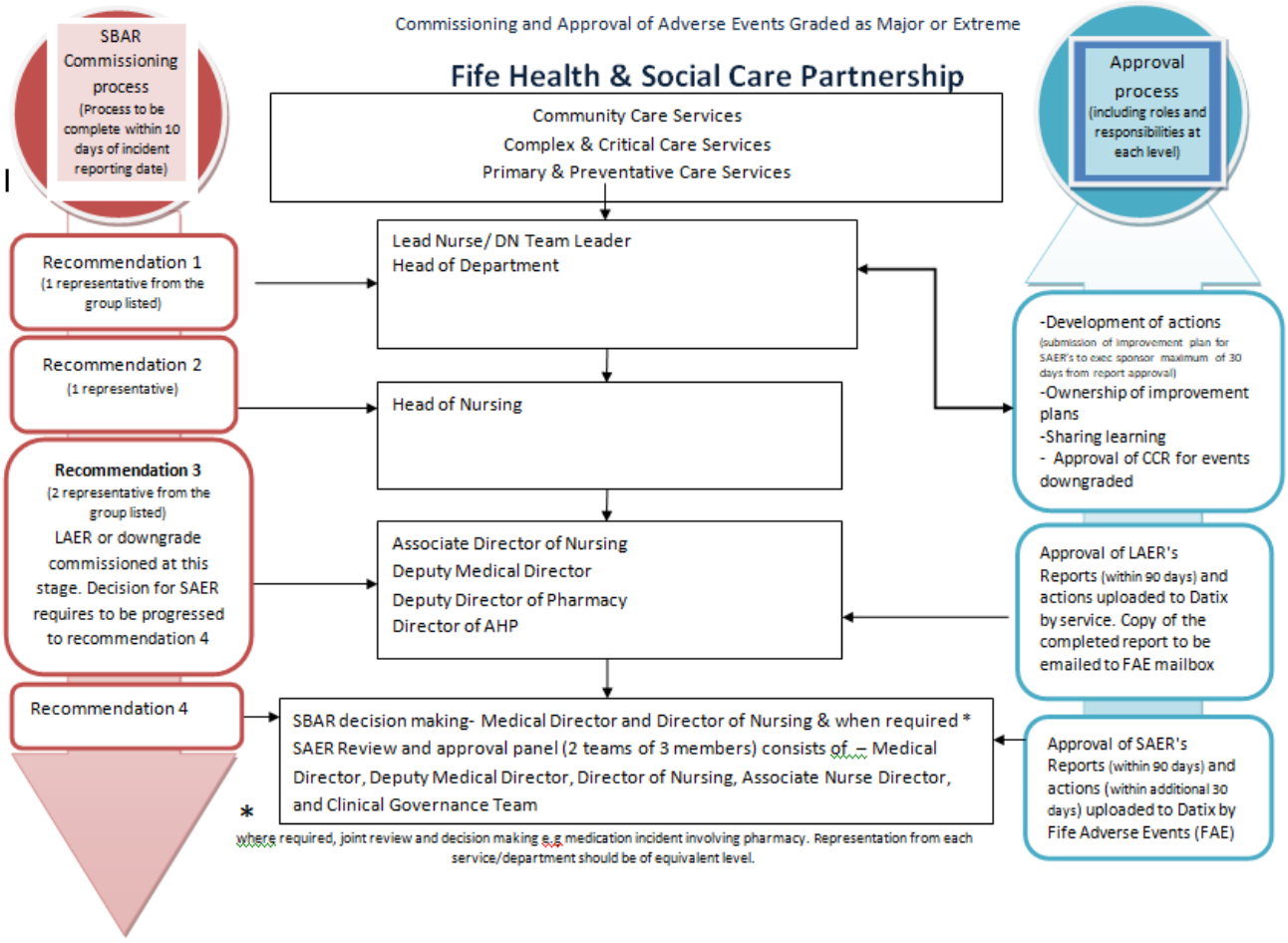

Commissioning and Approval of Adverse Events Graded as Major or Extreme
SBAR Commissioning process (Process to be complete within 10 days of incident reporting date)
Acute Services
Women's and Children's and Clinical Services, Planned Care and Surgery
& Emergency Care and Medicine
Approval process (including roles and responsibilities at each level)
Recommendation 1 (1 representative from the group listed)
Lead Nurse/Midwife
Clinical Nurse/Midwifery Manger
Clinical Lead/Governance Lead
Service Manager
Senior Nurse, Quality and Risk/Clinical Risk Midwife
*see below
Recommendation 2 (2 representative from the group listed)
Head of Nursing/Midwifery
Clinical Director
General Manager
*see below
-Development of actions (submission of improvement plan for SAER's to exec sponsor maximum of 30 days from report approval)
-Ownership of improvement plans
-Sharing learning
- Approval of CCR for events downgraded
Recommendation 3 (2 representative from the group listed)
LAER or downgrade commissioned at this stage. Decision for SAER requires to be progressed to recommendation 4
Deputy Medical Director
Associate Medical Director (when required)
Director of Acute Services
Associate Director of Nursing/Midwifery
*see below
Approval of LAER's Reports (within 90 days) and actions uploaded to Datix by service. Copy of the completed report to be emailed to FAE mailbox
Recommendation 4
SBAR decision making- Medical Director and Director of Nursing & when required *
SAER Review and approval panel (2 teams of 3 members) consists of – Medical Director, Deputy Medical Director, Director of Nursing, Associate Nurse Director, and Clinical Governance Team
Approval of SAER's Reports (within 90 days) and actions (within additional 30 days) uploaded to Datix by Fife Adverse Events (FAE)
* where required, joint review and decision making e.g medication incident involving pharmacy. Representation from each service/department should be of equivalent level.


SBAR Commissioning process
(Process to be complete Within 10 days of incident reporting date)
Commissioning and Approval of Adverse Events Graded as Major or Extreme
Corporate Services
Digital and Information, Medical Directorate, Nursing Directorate, Directorate of Property and Asset Management, Finance, Human Resources, Pharmacy, Public Health
Note: Where the event relates to a clinical (patient or environment) incident the process should follow that of the acute or HSPC process dependant on location.
Approval process
(including roles and responsibilities)
Recommendation 1
Head of Service
-Development of actions
(submission of improvement plan for SAER's to exec sponsor maximum of 30 days from report approval)
-Ownership of improvement plans
-Sharing learning
Recommendation 2
LAER or downgrade commissioned at this stage. Decision for SAER requires to be progressed to recommendation 3
Associate/Deputy Director or Director of Service
* where required, joint review and decision making e.g medication incident involving estates. Representation from each service/department should be of equivalent level.
Approval of LAER's Reports (within 90 days) and actions uploaded to Datix by service. Copy of the completed report to be emailed to FAE mailbox
Recommendation 3
SBAR decision making- Medical Director and Director of Nursing & when required * SAER Review and approval panel (2 teams of 3 members) consists of – Medical Director, Deputy Medical Director, Director of Nursing, Associate Nurse Director, and Clinical Governance Team
Approval of SAER's Reports (within 90 days) and actions (within additional 30 days) uploaded to Datix by Fife Adverse Events (FAE)


Commissioning and Approval of Adverse Events Graded as Major or Extreme
Fife Health & Social Care Partnership
SBAR Commissioning process (Process to be complete within 10 days of incident reporting date)
Approval process (including roles and responsibilities at each level)
Community Care Services
Complex & Critical Care Services
Primary & Preventative Care Services
Recommendation 1 (1 representative from the group listed)
Lead Nurse/ DN Team Leader
Head of Department
Recommendation 2 (1 representative)
Head of Nursing
Recommendation 3 (2 representative from the group listed)
LAER or downgrade commissioned at this stage. Decision for SAER requires to be progressed to recommendation 4
Associate Director of Nursing
Deputy Medical Director
Deputy Director of Pharmacy
Director of AHP
Recommendation 4
SBAR decision making- Medical Director and Director of Nursing & when required * SAER Review and approval panel (2 teams of 3 members) consists of – Medical Director, Deputy Medical Director, Director of Nursing, Associate Nurse Director, and Clinical Governance Team
*
where required, joint review and decision making e.g medication incident involving pharmacy. Representation from each service/department should be of equivalent level.
-Development of actions (submission of improvement plan for SAER's to exec sponsor maximum of 30 days from report approval)
-Ownership of improvement plans
-Sharing learning
- Approval of CCR for events downgraded
Approval of LAER's Reports (within 90 days) and actions uploaded to Datix by service. Copy of the completed report to be emailed to FAE mailbox
Approval of SAER's Reports (within 90 days) and actions (within additional 30 days) uploaded to Datix by Fife Adverse Events (FAE)