

TITLE: INCIDENT REPORTING REQUIREMENTS		SECTION: LAND AMBULANCE	
DATE: March 17, 2009		POLICY NO.: KDSB-LAS-III-14	
APPROVED BY: Approval Pending		REVISED:	

1. **Policy Statement**

NWEMS paramedics will utilize appropriate documents to accurately record the details of an incident in an organized and detailed manner. A VSA Report, an Operational Impact Report, an eACR Report and a Vehicle Collision Report are available to NWEMS staff to facilitate this reporting.

2. **Definitions**

**Near Miss**

Potentially significant event that did not occur due to prevailing conditions, but could have resulted from a sequence of events that did occur.

3. **Procedure\***

3.1 The appropriate incident report shall be completed when:

- i) A complaint relating to the operator's service is received by the operator or on the operator's behalf,
- OR
- ii) An investigation is carried out by the operator or under the operator's authority relating to the operator's service,
- OR
- iii) There is an unusual occurrence, including:
  - a) An unusual response or service delays;
  - b) A delay in accessing a patient;
  - c) An excessive amount of time on scene;
  - d) After completing a code 5 or code 6 call (after assessing any patient who meets the requirements for a **"Do Not Resuscitate Policy"** or who meets the criteria of being **"Obviously Dead"**);
  - e) A scene or situation that represents a suspected or actual criminal circumstance or event;
  - f) Equipment deficiencies (malfunctions or failures) that had an affect on patient care or a patient's outcome;
  - g) Equipment deficiencies (malfunctions or failures) that did not have an affect on patient care or a patient's outcome (including eACR or tablets);
  - h) Any circumstance that resulted in harm to a patient, paramedic, or any other person in the care of or being transported in an ambulance or emergency response vehicle;
  - i) Any circumstance which resulted in a risk to, or endangerment of the safety of a patient, ambulance crew member, or any other person being transported in an ambulance or emergency response vehicle.
  - j) A collision involving a NWEMS vehicle (see policy *KDSB-LAS-V-04, Accidents Involving an Ambulance* for further direction on the completion of reports in this circumstance).

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- k) A Health and Safety concern has been identified
- l) A near miss which may have resulted in one of the above listed incidents with the exception of *d* and *e*
- m) Any other circumstance requiring an incident report per NWEMS policies

2.2 The incident form/occurrence report should be completed as soon after the incident as possible and always prior to the end of the shift.

2.3 Each involved crewmember shall submit his/her own report.

2.4 Incident reports will be submitted to the appropriate Ambulance Service Manager with a cc to the Manager of Quality Assurance, Training and Staff Development. These reports may be submitted via fax or email.

\*For additional Information refer to the Ambulance Service Documentation Standards: Part III, Incident Reporting Requirements.

DRAFT - APPROVAL PENDING