

Appendix 1 – Data Collection Tool

Adverse Incident Report Staff Perceptions Audit Questionnaire

(Please circle/tick the appropriate response)

Job/Grade: Consultant Registrar SHO FY2 FY1

Nurse band 5 6 7 HCA OT PT Other:

Speciality: _____ Number of years you have been working in NHS: _____

Section 1: your experience of using Adverse Incident Reports

1. Have you ever filed an adverse incident report (AI report) using DATIX? Yes/No (if no skip to Q.14)
If you haven't, please provide a reason (For example - Not aware; No training; Don't trust this system)

2. Have you used an AI report in the past A) 3 months B) 6 months C) 1 yr d)>1 yr E) Never

3. How many AI reports have you filed over the last 12 months? A) 1 B) 1-3 C) 3-5 D) >5

4. In the past 12 months have you filed more AI reports than compared to the previous 12 months Yes/No
If the answer is yes, please provide reasons:

5. What has been the nature of reports you have filed?

Appts/Adms/transfer/discharge	<input type="checkbox"/>	Documentation	<input type="checkbox"/>	Medical devices	<input type="checkbox"/>
Anaesthetics	<input type="checkbox"/>	Estates/facilities	<input type="checkbox"/>	Medication	<input type="checkbox"/>
Blood transfusion related	<input type="checkbox"/>	Falls (patient/staff)	<input type="checkbox"/>	Patient care	<input type="checkbox"/>
Clinical assessment/Diagnosis	<input type="checkbox"/>	Health and safety	<input type="checkbox"/>	Moving/Handling	<input type="checkbox"/>
Communication/consent/confidentiality	<input type="checkbox"/>	Lab tests and imaging	<input type="checkbox"/>	Security incident	<input type="checkbox"/>
Violence and aggression	<input type="checkbox"/>	Treatment and procedures	<input type="checkbox"/>	Staffing issues	<input type="checkbox"/>

6. Have you received feedback from any AI you have ever filed? Yes/No

7. If you have, what is the approximate percentage of times you received feedback: _____ %

8. If you have received feedback, how satisfied generally are you with the response(s)?

A) Unsatisfied B) Neutral C) Satisfied D) Very satisfied

Please answer questions 9-10 with respect to the most recent AI report you filed:

9. Has the primary issue on which the AI report had been filed has been dealt with effectively? Yes/No

10. Have you seen the change in the practise you expected? Yes/No

11. Have you noted subsequent repetition of incidents similar to ones you have reported? Yes/No

12. Have you missed opportunities to file an AI report due to less than satisfactory responses on previous occasions? Yes/No

13. What has mainly been your motivation for filing AI reports?

A) To protect yourself B) To change the system C) To protect patients D) Other(provide reason):

14. When compared to your previous place of work does the AI reporting system at KCH has any positive or negative attributes?

Section 2: Your understanding of the AI Reporting System

1. Have you had any training about use of Datix to complete AI reports? Yes/No

If you have: When? Where?

2. AI reporting represents (Maybe more than one answer)

Complying with protocol Clinical effectiveness Risk management Implementing guidelines

3. AI reporting is a part of the audit? Yes/No

4. AI reporting is one of the pillars of clinical governance? Yes/No

5. Do you feel confident you understand how the process of an AI report works? Yes/No

6. Do you know whom to contact if no action is been taken from submission of an AI report? Yes/No

7. Are you aware of the colour codes used to classify AI reports? Yes/No

8. After filing an AI report which of the following happens? (Maybe more than one answer)

A) Trend analysis B) Brief investigation C) Root cause analysis D) The GMC is involved E) Don't know

9. In the case of serious incidents –when would you expect a report and action plan to be completed

A) 15 days B) 30 days C) 45 days D) 60 days E) No idea

10. What is the target for closure of a serious incident action plan?

A) 3 months B) 6 months C) 9 months D) 1 year E) Don't know

11. In the case of serious incidents, they are reported to: (maybe more than one answer)

A) The CCG B) The GMC C) The NPSA D) The press E) Don't know

12. A root cause analysis is done for

A) Minor incident B) Moderate incident C) serious incident D) All of the above E) Don't know

Any other comments?

Thank You!