



Queensland Government
Queensland Health

Private Health Facilities Act 1999

SENTINEL EVENT REPORTS

**Private Health Facilities
Information Package
1 October 2010**

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Sentinel Event Reports

The *Private Health Facilities Act 1999* s (144) requires licensees of private health facilities to submit reports to the Chief Health Officer.

The purposes of these reports is to:

- Monitor the quality of health services provided at private health facilities;
- Enable the State to give information to the Commonwealth or another State under agreements prescribed under section 147 of the Act; and
- Monitor the general state of health of the public having regard to the types and numbers of health services provided at the facilities.

- **Part A Notification Report**

Each private health facility must submit details of any death which occurred in the facility and was not reasonably expected to be the outcome. Reference Section 8(3) of the *Coroners Act 2003*.

Each private health facility is also required to report incidences of serious harm to a patient which occurred in the facility.

These reports must be forwarded by email or facsimile within 2 working days (Monday to Friday) after a sentinel event.

- **Part B Root Cause Analysis (RCA) Summary Report (sample)**

A RCA is conducted to identify and improve the procedures or practices relating to the provision of the health service that contributed towards the occurrence of the incident, rather than on the conduct of individuals.

Participation in the RCA should be voluntary and conducted in an environment orientated towards learning from analysing the event.

An RCA team should be convened within 7 working days of the event and the interim or final RCA should be submitted within 45 working days. The report should include a description of the event, contributing factors, recommendations, remedial measures and the completion date as per suggested format.

Any information provided will be treated as "**Commercial in Confidence**".

Requirements of the *Health Services Act 1991*

Sections 38U and 38V of the Act require that, as soon as practicable after receiving an RCA report, the 'Commissioning Authority' must provide a copy to the HQCC as well as to the Chief Health Officer. The RCA report must include the name and address of the health service facility where the reportable event occurred.

Option to simplify reporting process

In order to streamline the process and to minimise unnecessary duplication, the HQCC and the Chief Health Officer have agreed to accept upon lodgement of an RCA (example Part B Form 1007B) to the Chief Health Officer including written consent from the nominated officer (CEO or DoN) at the licensed private health facility authorising release of the RCA report to the HQCC on your behalf.

This arrangement is in accordance with section 38W of the *Health Services Act 1991*.

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General information about providing RCA reports

In general, as the RCA process is confidential and privileged, certain information should not be provided to the HQCC when submitting copies of RCA reports. This information includes:

- Names of any individuals (for example, patients, RCA team members, staff members delegated to take action in regard to recommendations for improvement)
- Any 'Chain of Events' documents
- Any 'Contributing' Factors documents

Format for providing RCA reports to the Chief Health Officer for submission to HQCC

To assist the HQCC in collating and analysing information from RCA reports, and for ease of transfer from the Chief Health Officer, we ask that you provide each RCA report including written consent in electronic, Microsoft Word (2003 compatible) format, or an alternative format which allows for the report content to be copied. RCA reports can be emailed to

Private_Health@health.qld.gov.au

Address: Director
Private Health Regulatory Unit
Division of the Chief Health Officer
Level 3, 15 Butterfield Street
HERSTON QLD 4006

Postal Address: PO Box 2368, FORTITUDE VALLEY BC QLD 4006

Contact: Private Health Regulatory Unit
Division of the Chief Health Officer
Director Ph: (07) 332 89048
Fax: (07) 332 89054
Email: private_health@health.qld.gov.au

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PART B: **Example** ROOT CAUSE ANALYSIS (RCA) SUMMARY REPORT

Form 1009B

In the event an RCA is requested, the RCA team should be convened within 7 working days of the event and the interim or final RCA summary should be submitted within 45 working days after a sentinel event to the Private Health Regulatory Unit (PHRU) either via fax (07) 332 89054 or email Private_Health@health.qld.gov.au

Facility Name:

Date of Sentinel Event:

Description of Event	Contributing Factors	Recommendations	Remedial measures	Date Completed

.....
Signature

.....
Print Name & Title

.....
Date

I hereby consent for a copy of this RCA report to be forwarded by the Chief Health Officer to the Health Quality & Complaints Commission on my behalf

Signature

Print Name

CEO/DON
Title

Date

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