NSS Health Facilities Scotland
Incident Reporting and Investigation Centre (IRIC)

Report Form

Adverse Incidents and Near Misses

Phone: 0131 275 7575 **Email:** nss.iric@nhs.scot **Web:** https://www.nss.nhs.scot/browse/health-facilities/incidents-and-alerts

SUBJECT: (Use this section in the same way as an email subject line, e.g. give make and model of equipment and briefly state the problem)

1. Contact Details	We may be share these details with the supplier / manufacturer as a local point of contact to aid investigation
Your REF:	
Your name, address, phone, email, etc. plus details of any alternative contact person	

2. Equipment	Please don't send contaminated devices by mail. Contact IRIC to make alternative arrangements.
Manufacturer:	
Equipment Description:	
Model / REF:	
Serial / LOT number	

3. Incident	
Board or local authority:	Select from list
Clinical or support service:	Select from list
Incident / Possible Cause / Other Consequences (Please use continuation sheet if not enough space)	
Incident date:	
Person at risk:	Select from list

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4. Trending Information	
Equipment category	Select from list
Suspected Problem	Select from list
Injury or illness	Select from list
Health impact	Select from list
Additional Comments	

5. Local Action Taken	
Containment and corrective actions	
Equipment Quarantined	Select from list
Location if quarantined	
Supplier contacted?	Select from list
Supplier Case REF	

This form is only to be used when it is not possible to use the standard webform, e.g. when local IT security measures prevent access. Refer to the IRIC website for more information on reporting adverse incidents.

This form can be used to report adverse incidents and near misses involving medical devices, in vitro diagnostic medical devices, estates, facilities, social care equipment and personal protective equipment used in Scotland's health and social care services. We will normally send you an email acknowledgement within three working days of receiving your report. However, please get in touch at nss.iric@nhs.scot if you haven't heard from us after five working days.

All incident reports are individually assessed and triaged. Some incidents are triaged for Trending and you will find more information by clicking here: Incident Trending. Others incidents are triaged for Monitoring or Investigation, in which case we will open an investigation straight away.

Regardless of how we triage your incident report we always recommendation you do two things:

- report the incident to your local adverse event management system (often referred to as Datix)
- raise a complaint with the equipment supplier and send us a copy of their reply.

We may share information on this form, e.g. with manufacturer or regulatory bodies, for the purposes of investigation and safety surveillance. We work in partnership with the Medicines and Healthcare products Regulatory Agency (MHRA) and notify them of all medical device incidents occurring in Scotland.