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வடமேல் மாகாண சுகாதார சேவைகள்திணைக்களம்  
Provincial Department of Health Services - North Western



නැ.ටෙ.පී.84, සෞඛ්‍ය සංකීර්ණය,  
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Your No

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திகதி :  
Date

2023. 12. 31

**Internal Circular No – NWP/PDHS/07-02/07/2023**

To All medical Superintendents, Divisional medical officers and Medical officers of health

**Quarterly reports on Adverse Events / Incidents reported in the Hospitals**

The Directorate of Healthcare Quality and Safety (DHQS) introduced the reported Adverse Events/Incidents reporting and analyzing forms and guidelines at the beginning of 2023 to be used in hospitals for reporting and analyzing of incidents occurring in the hospital setting. (General Circular No 01- 05/2023 dated 31.01.2023.)

As mentioned in the aforementioned ‘Guidelines for Adverse Events/Incidents Reporting’ the hospitals and MOHs are required to send quarterly summary reports to Directorate of Healthcare Quality and Safety and a copy to Quality Management units of relevant provincial Directors and Regional Directors of Health Services office on the incidents reported, during the respective quarter.

To make the process streamlined, a format is introduced for submitting quarterly summaries of incidents, which have occurred in the hospital/MOH (Annex 1) starting from quarter 1 of 2023.

Please be kind enough to bring this to the attention of the relevant officers in your hospital. Please instruct them to complete the given format for quarter 1 and 2 of 2023 and to send to the DHQS **on or before 31<sup>st</sup> of December 2023** and to continue the process thereafter in the future, to send the quarterly reports **within one month after the end of each quarter**.

The formats are to be sent to [dhqualitys@gmail.com](mailto:dhqualitys@gmail.com) preferably in the **MS Word format** with a cover letter signed by the head of the institution. Please share the same document with the relevant quality management units in the PD and RDHS offices.

**In addition to the above, please instruct the relevant officers to share the information of any sentinel events★ occurring in the hospital with DHQS, Quality management units of PD s and RDHS, by sending the relevant incident reporting (H1259) and incident analyzing (H1260) forms and the steps which were taken at the time of incident and the future steps to be taken to minimize such events/incidents in the future, at the earliest following the event.**



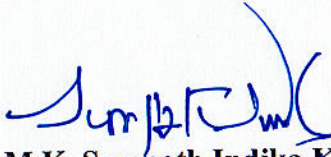
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★ *Sentinel events are patient safety events that result in death, permanent harm or severe temporally harm.*

Your kind cooperation in this regard is much appreciated.



**Dr.M.K. Sampath Indika Kumara**  
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North Western Province

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Copies –

1. Hon.Governor -NWP -f.y.i
2. Secretary, Ministry of Health, - f.y.i
3. Director General of Health Services, Ministry of Health, - f.y.i
4. Chief Secretary – NWP -f.y.i
5. Secretary, Ministry of Health, North Western Province. - f.y.i
6. Deputy Director General (Medical Services 1), Ministry of Health - f.y.i
7. Director – Healthcare Quality & Safety Ministry of Health, - f.y.i

### Summary Report of Adverse Events/ Incidents

Year :												
Hospital :												
Category	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>1. Clinical process/ procedure (Treatment/ diagnosis issues)</b>												
Procedures not performed when indicated												
Orders/procedures on wrong patient												
Orders/procedures carried out incorrectly												
Incorrect treatment												
Needle rick injury												
Bed sores occurring while at the hospital												
<b>1a. Surgery /anesthesia issues</b>												
Wrong patient												
Wrong side												
Wrong site												
Swab/ instrument/ throat pack left in patient/lost teeth												
Discrepancy in swab/ instrument count												
Diathermy burn												
<b>1b. Laboratory reports</b>												
Sample /Label/Report lost												
Wrong sample												
Reports are not delivered on time												
<b>1c. Labour /delivery issues</b>												
Traumatic birth (forceps injury/laceration to neonate, etc.)												
Delivery unattended by trained staff												
<b>2. Patient accidents (Falls/safety issues, etc.)</b>												
Falls form bed /chair/table/stairs/ mother's lap												
Slip and fall												
Any other type of falls												
Found on floor (e.g. Collapsed patient)												
Injury while type of falls												
Any type of accident (e.g. Animal bites, radiation injury, etc.)												
<b>3. Medication /IV fluids</b>												
Drug allergy												
Plaster allergy												

