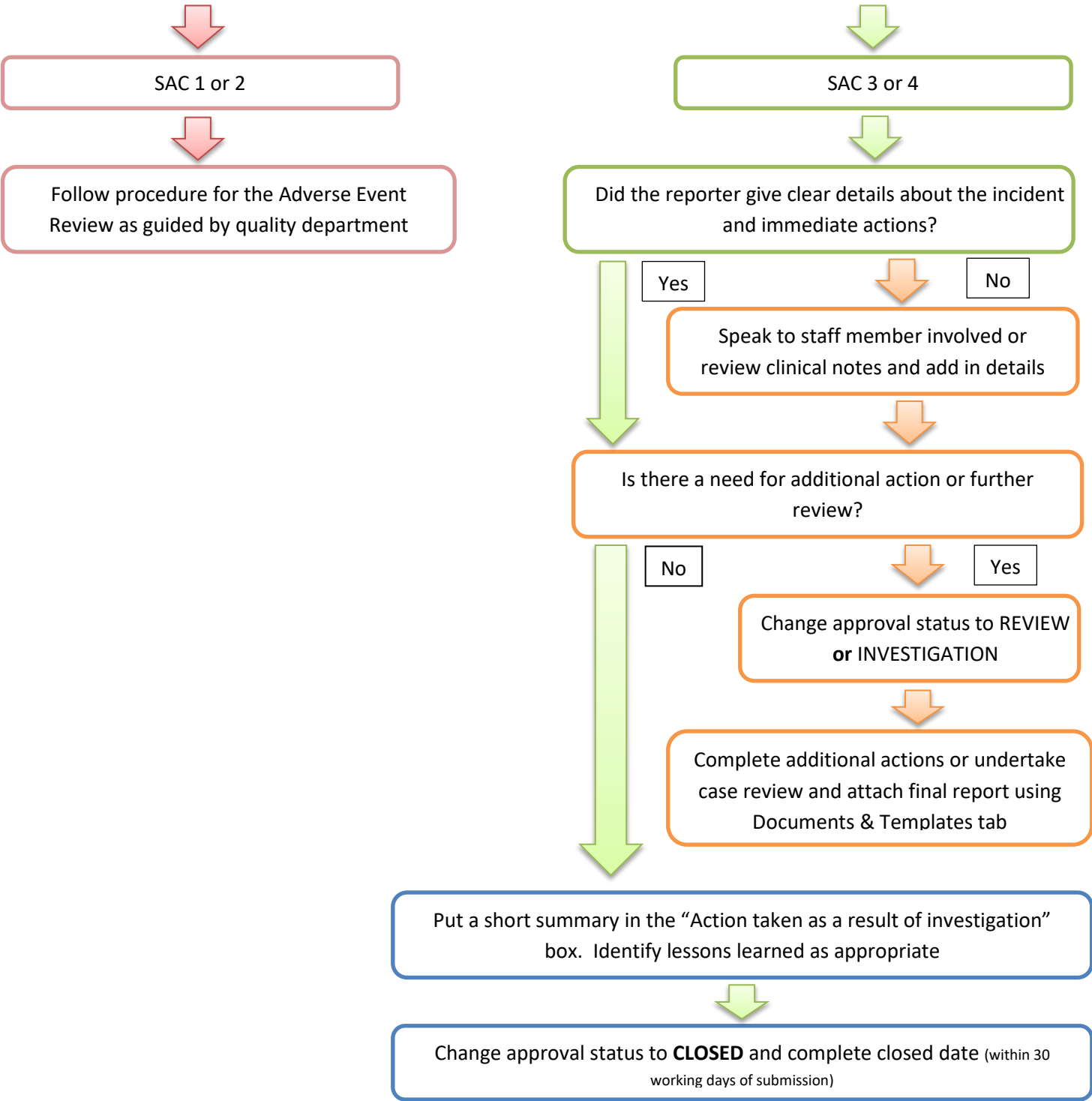


Datix Guide for Managers

Check details submitted by reporter (ASAP for SAC score 1 or 2):

- 1) Verify or amend the incident classification
- 2) Remove any patient or staff names in the brief summary
- 3) Verify or amend the SAC score
- 4) Verify or amend the 'unit/ward' field.

Majority of times this should be the ward name. Where the 'problem' needs to be addressed outside of ward level, the service name or specific problem name may be more appropriate e.g. orderly services, patient food



Datix Classification Guide

Medication

Incident classification <i>Datix Common Classification System 2 (CCS2)</i>	
Incident affecting	Patient
Incident type tier one	Medication/Fluids
Incident type tier two	
Incident type tier three	

Extravasation

Incident classification <i>Datix Common Classification System 2 (CCS2)</i>	
* Incident affecting ?	Patient
* Incident type tier one	Surgery/ Procedures/ Therapeutic Processes
* Incident type tier two	Invasive Treatment Process/Procedures
* Incident type tier three	Infusion injury / Extravasation

Pressure Injury

Incident classification <i>Datix Common Classification System 2 (CCS2)</i>	
Incident affecting	Patient
Incident type tier one	Pressure Injury
Incident type tier two	Acquired during admission to hospital
Incident type tier three	

Line/tube (including accidental removal)

Incident classification <i>Datix Common Classification System 2 (CCS2)</i>	
* Incident affecting ?	Patient
* Incident type tier one	Medical Devices, Equipment, Supplies
* Incident type tier two	Mechanical/Structural/Electrical Processes
* Incident type tier three	Mechanical dislodgements/misconnections

and describe the issue – e.g. inadvertent removal of central line or accidental extubation

Unexpected CPR

Incident classification <i>Datix Common Classification System 2 (CCS2)</i>	
* Incident affecting	Patient
Worker = Employee, Student, Volunteer, Contractor, Temp	
* Incident type tier one	Surgery/ Procedures/ Therapeutic Processes
* Incident type tier two	Rescue/Resuscitation Processes
Incident type tier three	Unexpected CPR

Datix Classification Guide

Missing patient

Incident classification <small>Datix Common Classification System 2 (CCS2)</small>	
* Incident affecting ?	Patient
* Incident type tier one	Behaviour
* Incident type tier two	Missing Patient (absconded/abducted patient)
* Incident type tier three	Absconded/left without informing staff

Discharge against medical advice

Incident classification <small>Datix Common Classification System 2 (CCS2)</small>	
* Incident affecting ?	
* Incident type tier one	Administrative Processes (Excluding Documentation)
* Incident type tier two	Discharge Processes
* Incident type tier three	Discharge self against medical advice

Patient restraint

Incident classification <small>Datix Common Classification System 2 (CCS2)</small>	
* Incident affecting ?	Patient
* Incident type tier one	Behaviour
* Incident type tier two	Patient Restraint Register
* Incident type tier three	
Person affected	
* Type	Combination Personal & Mechanical Restraint Combined Personal Restraint& Prescribed Medication Environmental management

Datix Classification Guide

Lack of equipment

Incident classification <small>Datix Common Classification System 2 (CCS2)</small>	
* Incident affecting ?	Patient
* Incident type tier one	Medical Devices, Equipment, Supplies
* Incident type tier two	Supply/Storage/Maintenance Processes
* Incident type tier three	Device/equipment/supplies damaged/expired
Person affected	
* Type	Device/equipment/supplies contaminated Device/equipment/supplies damaged/expired Device/equipment/supplies incorrectly maintained Device/equipment/supplies incorrectly prepared/assembled Device/equipment/supplies incorrectly stored Device/equipment/supplies not available
First name(s)	
* Last name	

Lack of staff affecting a service

Incident classification <small>Datix Common Classification System 2 (CCS2)</small>	
* Incident affecting ?	Organisation
* Incident type tier one	Service Disruptions (environment, infrastructure, human resources)
* Incident type tier two	Human Resource Availability (includes strikes/work stoppages)
* Incident type tier three	Insufficient numbers of healthcare professional staff

Lack of staff affecting an individual patient

For a specific patient who has been affected by staff shortages, choose either surgery /procedures/therapeutic processes or diagnostic processes/procedures (whichever has been impacted) as tier one, choose relevant category for tier two and then choose delay as appropriate and describe the issue of short staffing which has led to this delay

Unavailability of beds

Incident classification <small>Datix Common Classification System 2 (CCS2)</small>	
* Incident affecting ?	Patient
* Incident type tier one	Administrative Processes (Excluding Documentation)
* Incident type tier two	Access and Admission
* Incident type tier three	Insufficient availability of general beds
Or	
* Incident type tier three	Insufficient availability of high dependency beds