

# Incident reporting form

This form should be used by contracted organisations to report major incidents to the PHN. It should be submitted to the PHN within 24 hours of the incident.

<b>Contracted organisation</b>	
<b>Address of incident</b>	
<b>Date of incident</b>	
<b>Date Reported to the PHN</b>	
<b>Persons present</b>	

## Description of incident

<b>Type of incident</b>	<input type="checkbox"/> Death of a service user as a result of the actions or inactions of the service provider <input type="checkbox"/> Harm or potential harm to a service user as a result of the actions or inactions of the service provider <input type="checkbox"/> Allegation of professional misconduct <input type="checkbox"/> Breaches of clinical, professional or regulatory standards. <input type="checkbox"/> Unlawful activity by a provider or a member of their staff. <input type="checkbox"/> Complaints that threaten to go to the media, a politician or the Department of Health <input type="checkbox"/> Privacy or Data breach <input type="checkbox"/> Other
<b>Brief overview of what occurred</b>	
<b>Outline of any factors that contributed to this incident occurring</b>	
<b>For complaints, please provide contact information for the person making the complaint</b>	



[www.brisbanenorthphn.org.au](http://www.brisbanenorthphn.org.au)

Level 1, Market Central  
 120 Chalk Street, Lutwyche QLD 4030  
 PO Box 845 Lutwyche QLD 4030  
 t 07 3630 7300 f 07 3630 7333

Level 2, 10 Endeavour Boulevard  
 North Lakes QLD 4509  
 PO Box 929 North Lakes QLD 4509  
 t 07 3490 3490 f 07 3630 7333

**Corrective/Preventative action:**

<b>Action Taken</b>	
<b>Proposed Action</b>	
<b>Outline of any action or support required by the PHN</b>	

**Signature of Organisation representative**

Name:

Signature:

Date:

**For PHN internal use**

**Responsible Officer**

<b>Comments</b>	
<b>Incident recorded in ChilliDB</b>	YES NO
<b>Signature</b>	
<b>Date</b>	

**PHN Executive Manager**

<b>Comments</b>	
<b>Signature</b>	
<b>Date</b>	

The Executive Manager should report the incident to the PHN Executive.