

## CASE REVIEW AUDIT

BASICS South West encourages regular sharing of discussions of cases and events as part of a process of continuing professional development for its members.

Feedback from discussion of events may help inform policy or procedures to improve future patient care. In addition it is important that incidents which raise concerns should be fed through to the incident reporting systems of South Western Ambulance Service NHS Foundation Trust (The Trust).

BASICS South West has a standard form that should be used as a framework for case discussion (appendix 1). It allows assessment of the completion of the patient report form, significant interventions performed, compliance with appropriate standard operating procedures, agreed learning points and action plan. A case does *not* have to raise *concerns* to be reviewed. We encourage the review of any interesting cases. If the case is of local interest only it may not need dissemination beyond the group.

The case review will usually be performed initially at scheme level, with a presentation and group discussion informing the process. The format may also be used in other settings such as the BASICS South West Committee or joint meetings.

On completion of the review those participating should make a judgement regarding dissemination.

- If useful learning points have arisen that are thought worthy of wider dissemination to BASICS doctors across the region, the report should be forwarded to the Audit Lead on the BASICS South West Committee for discussion. The Audit Lead will aim to produce a summary of such learning points for the scheme members and The Trust (usually on a six monthly basis). At the time of writing, the BASICS South West Audit Lead is Dr Simon Scott-Hayward.
- If a serious incident\* has come to light then this should be reported immediately to the Trust as described in The Trust's Serious Incident Policy. Note that the *National Framework for Reporting and Learning from Serious Incidents Requiring Investigation* requires reporting of all identified Serious Incidents within 2 working days. (If an individual doctor identifies a serious incident he/she should not await the discussion of the case before reporting this to The Trust)
- If an adverse event or similar (that does not constitute a serious incident) is identified, a Trust Incident/Near Miss Report form should also be completed (available in the Trust's Adverse Incident Reporting Policy). The case review and incident report forms should be forwarded to the BASICS South West Committee who will perform the role of "line manager" in investigating the event as laid out in Trust's Adverse Incident Reporting Policy. A copy of the Incident/Near Miss report should also be sent to the Trust's Risk Department.

NB if an individual doctor identifies an adverse incident this may be reported directly to the Trust and the BASICS SW Committee, without necessarily going through the case review procedure.

Contact Details:

BASICS SW Committee Audit Lead: [simon.scott-hayward@swast.nhs.uk](mailto:simon.scott-hayward@swast.nhs.uk)

South Western Ambulance Service NHS Foundation Trust's Risk Department: Tel 01392 261645  
or e-mail: [datixhelpline@swast.nhs.uk](mailto:datixhelpline@swast.nhs.uk)

\* A serious incident is defined as an incident that occurred in relation to NHS-funded services and care resulting in one of the following:

- Unexpected or avoidable death of one or more patients, staff, visitors or members of the public;
- Serious harm to one or more patients, staff, visitors or members of the public or where the outcome requires life-saving intervention, major surgical/medical intervention, permanent harm or will shorten life expectancy or result in prolonged pain or psychological harm
- A scenario that prevents or threatens to prevent a provider organisation's ability to continue to deliver healthcare services,
- Allegations of abuse;
- Adverse media coverage or public concern about the organisation or the wider NHS;
- One of the core set of 'Never Events' as updated on an annual Incident

Appendix:

BASICS SW Case Review Audit Form

Title	Case Review Audit
Author(s)	J. Hickman
Version	1.1
Date	19/04/2011
Approval	BASICS SW Committee 5/9/11, Dr A Smith (SWAST Medical Director) 27/9/11



**BASICS South West**



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**TACTICS**

## CASE REVIEW AUDIT REPORT FORM

Date of Incident:		Incident No:		Date Reviewed:	
Brief Description:					

### PRF(s) Completion Correct?:

	Yes/No/N.A.	Comments
Incident details		
Times		
Incident description		
Patient details		
Primary survey		
Observations		
Drugs		

### Key Interventions:

	SOP Existing?	SOP Compliant?	Comments
1.			
2.			
3.			

### Key Learning Points:

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Action Points & Timescale:

Action	Who by	Timescale

Serious Incidents or Adverse Events Identified (If any)

Dissemination (Tick as appropriate)

Local Scheme Only	
BASICS South West Committee	
South Western Ambulance Service Incident Reporting System	