

Appendix C

Reporting to External Agencies

The following are examples of the external agencies that may need to be informed in the event of an adverse incident.

If you need any advice in this regard please do not hesitate to contact the Risk Management Department

Agency	Circumstances	Reporter
MHRA / SHOT	Blood transfusion reaction/error	Transfusion Nurse Practitioner
Care Quality Commission	SIRIs related to breach of radiology regulations e.g. IRMER	Radiation Protection Adviser
Counter-fraud Agency	Actual or suspected fraud	Anyone
Environmental Health Agency	SIRI involving food poisoning originating in, or being transferred through the Trust	Head of Facilities
Health and Safety Executive	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on employers to report work-related deaths [1], major injuries [2] or over-three-day injuries [3], work related diseases [4], and dangerous occurrences (near miss accidents) [5].	Health and Safety Manager
Disclosure and Barring Service	When the Trust 1. Dismisses or withdraws permission for an individual to engage in a regulated or controlled activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not a regulated or controlled activity because 2. they think that the individual has: <ul style="list-style-type: none"> • engaged in relevant conduct • satisfied the Harm Test; or • received a caution or conviction for a relevant offence 	Directorate Management Team / Director of Human Resources and Organisational Development
Information Commissioner	All level 3 information governance SIRIs	Information Governance Manager/SIRO
Medicines and Healthcare Products Regulatory Agency (MHRA)	Suspected safety problems with medicines, medical devices, blood and blood components.	Member of staff who discovers the problem Chief Pharmacist Medical Devices Dept
Police	Death or injury where it is considered there are unusual or suspicious circumstances Theft of / malicious damage to, Trust property	Medical Director / Director of Nursing Security Manager / Exec Director on call

Agency	Circumstances	Reporter
	Violent or aggressive incidents where it is considered police involvement is required Arson	Fire Safety Officer
Professional Regulatory Bodies.	Where there are concerns about the practice of a healthcare professional.	Medical Director / Director of Nursing or specific professional lead, depending on healthcare professional involved.