



Team Name: Quality, Patient Safety & Risk Team Lead: Regional Director – Quality, Patient Safety & Risk Approved by: VP - Planning, Innovation, Quality, Safety & Risk	Reference Number: ORG.1810.SG.001 Program Area: Quality, Patient Safety & Risk Policy Section: General
Issue Date: May 26, 2015 Review Date: Revision Date: January 26, 2017	Subject: Occurrence Data Request Guideline

STANDARD GUIDELINE SUBJECT:

Occurrence Data Request Guideline

PURPOSE:

Southern Health-Santé Sud recognizes the importance and value of information related to improving current practices. Occurrence report trending is an important way of visualizing your site or program’s individual needs and is an invaluable tool in improving patient safety. Directors or Client Service Managers can obtain reports from the regional occurrence database.

Directors, Client Service Managers, or their designate can complete the Occurrence Data Request Form ORG.1810.SG.001.FORM.01. Reports can be requested one-time or on a recurring basis.

Samples of the tables and graphs that can be requested are included in this document starting on page 3.

DEFINITIONS:

Detail Report – report in an Excel spreadsheet listing detailed information about critical incidents, critical occurrences, occurrences, and near misses.

Summary Report – a type of report containing only numbers and simple graphs that can be generated by any data entry person in the region.

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|------------------------------------|-------------------------------------|---|
| Report by Occurrence | Report by Degree of Property Damage | Report by Type and Contributing Factors |
| Report by Area (<i>Location</i>) | Report by Fell While | Report by Type of Injury |
| Report by Contributing Factors | Report by Occurrence Involved | Report by Type of Outcome |
| Report by Degree of Injury | Report by Time Occurred | Report by Type within Major Categories |

PROCEDURE:

1. Complete the Occurrence Data Request Form (ORG.1810.SG.001.FORM.01).
2. Save a copy of the completed form on your desktop, adding the date the data is requested by at the end of the file name (e.g. Occurrence Data Request Form Jan 26 2017).
3. Attach the form to an email and send to occurrencedatarequests@southernhealth.ca

IMPORTANT POINTS TO CONSIDER:

Summary Reports are only to be requested from site data entry staff.
 Report generation requires a minimum of five (5) business days from date of request.

SUPPORTING DOCUMENTS:

[ORG.1810.SG.001.FORM.01](#) Occurrence Data Request Form