

**Cheat sheet**

Initial steps to follow when a patient safety incident occurs:

1. Make sure the patient/team member/etc are safe. If equipment is involved, safely store it for examination at a later date.
2. Call the nurse in charge (NIC) and verbally report the incident.
3. Discuss with the NIC whether the incident is a **sentinel incident** (i.e. a death occurred, something life-threatening) or a **non-life threatening/less serious** event occurred.
4. Complete the current incident form. There is a fillable version on One Health.
5. Once completed, give the reporting form to the NIC who will review it and forward it to the appropriate person (i.e. nurse manager).
6. Please follow up with the person(s) to determine her/his (their) condition post event.

Thank you!

*NOTE: all relevant patient safety and incident management documents are located on the One Health portal in the onboarding folder/section.*