



Policy for Mandatory Reporting of Notifiable Incidents to the Chief Psychiatrist
Policy for Public Mental Health Services
2018

Table 1. Overview of How to Report to the Chief Psychiatrist

Notifiable Incidents	Datix CIMS	CP* Notifiable Incident form	E-mail† to CP* and/or OCP** Manager
Deaths related to clinical care	✓		
Deaths due to suspected suicide or overdose	✓		
All other deaths of active mental health clients		✓	
All deaths within 28 days of a patient's discharge/ deactivation from any Mental Health Service (community or inpatient)		✓	
Assault and/or aggression (patient to any other person(s)) that occurred within an inpatient setting (including emergency department and hospital grounds), on community mental health service premises (this includes incidents occurring during staff assessment of the client at their home or other premises) or private psychiatric hostel	✓		
Sexual contact and/or allegation of sexual assault (patient to any other person(s)) that occurred within an inpatient setting (including emergency departments and hospital grounds), community mental health service premises (this includes incidents occurring during staff assessment of the client at their home or other premises) or private psychiatric hostel	✓		
Attempted suicide	✓		
Absent without leave (AWOL)	✓		
Missing person	✓		
Medication error	✓		
Unlawful sexual contact reasonably suspected to have occurred with the patient by a mental health service staff member (includes staff of private psychiatric hostels) or another person within a hospital (including emergency department) that is not a mental health patient	✓	✓^	
The patient is harmed by suspected unreasonable use of force by a staff member of a mental health service (includes staff members of a private psychiatric hostel)	✓	✓^	
Any allegation of homicide committed by a current mental health patient or a mental health patient who was discharged within 28 days prior to the alleged homicide		✓	✓
Any notifiable incident described above that requires urgent attention by the Chief Psychiatrist ^a			✓
Any notifiable incident described above, that may receive media attention ^a			✓

*Chief Psychiatrist; **Office of the Chief Psychiatrist; †monitoring@ocp.wa.gov.au^a to be completed in addition to reporting of notifiable incident; ^Consult CIM Policy for reporting through Datix CIMS; Staff identifiable information MUST be reported on OCP form only. Staff conduct to be reviewed in accordance with local policy.