



Policy for Mandatory Reporting of Notifiable Incidents to the Chief Psychiatrist
Policy for Public Hospitals and Non-Government Organisations providing Mental Health Services
2019

Table: Overview of How to Report to the Chief Psychiatrist

Notifiable Incidents	Private Hospital		NGOs	ALL
	Datix CIMS SAC1s ONLY	CP* Form SAC2 / SAC3	CP* Form	E-mail [†] to CP* and/or Manager
Deaths related to clinical care	✓	✓	✓	
Deaths due to suspected suicide or overdose	✓	✓	✓	
All other deaths of active mental health client		✓	✓	
All deaths within 28 days of a patient's/ individual's discharge/deactivation from any Mental Health Service (community or inpatient)		✓	✓	
Assault and/or aggression (patient to any person(s)) that occurred within an inpatient setting (includes emergency departments; hospital grounds) on community mental health service premises (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), 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	✓	✓	✓	
Attempted suicide	✓	✓	✓	
Absent without leave (AWOL)	✓	✓	✓	
Missing Person	✓	✓	✓	
Medication error	✓	✓	✓	
Unlawful sexual contact reasonably suspected to have occurred with the patient/ individual by a staff member of a mental health service or private psychiatric hostels or another person within a hospital (including emergency department) that is not a mental health patient/ individual	✓ ^{^†}	✓	✓	
The patient/ individual is harmed by suspected unreasonable use of force by a staff member of a mental health service or private psychiatric hostel	✓ ^{^†}	✓	✓	
Any alleged homicide committed by a current mental health patient/ individual or a mental health patient/ individual who was discharged within 28 days prior to the 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; [†] 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. [±] To be reported irrespective of SAC severity rating.