

SAC 1 & 2 Incident Management Checklist

Maternity

Incident occurs (SAC 1 & 2)	Yes	No	N/A	Date & time completed	Comments
Escalation, who do I notify – Refer to SAC score ¹ <ul style="list-style-type: none"> ▪ Immediately e.g.: HoD and/CMM ▪ CMM/HoD to notify CCM ▪ CCM to notify CD depending on the situation ▪ Security ▪ Whanau Ora 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Who is informed in Hauora Tairāwhiti by CCM or CD <ul style="list-style-type: none"> ▪ CMO/CEO 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Whanau informed - Immediate situation <ul style="list-style-type: none"> ▪ Open disclosure occurs, ‘We are sorry this happened ’ explain events ▪ Identify one person to maintain contact 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Paediatrician and/or Anaesthetist involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are there immediate safety concerns/issues? <ul style="list-style-type: none"> ▪ Immediate actions taken ▪ Environment ▪ Equipment ▪ Personnel 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<ul style="list-style-type: none"> ▪ Have whanau been offered support from Whanau Ora team? ▪ If yes, has this been arranged? ▪ Have whanau been offered pastoral support? ▪ If yes, has this been arranged? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Who do I need to inform externally e.g. Police, Oranga Tamariki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Shift Coordinator to ensure staff have DATIX reported this incident and SC to notify Manager or HoD if not already involved (ask for support if required) <u>Incident Management Policy</u> ² <ul style="list-style-type: none"> ▪ Sighted by CMM and HoD 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Consider ACC claim form (O&G) Completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

¹ [Incident Management SAC-Matrix 26 Sept 2012.pdf](#) [Incident Procedure SAC 1 or 2 Approved June 12.pdf](#)

¹ [Maternity Severity Assessment Code \(SAC\) 2018/19](#)

² [Incident Management](#)

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Open disclosure meeting planned with whanau by CMM/HoD - <u>Open Communication/Disclosure of Harm Policy</u> ³ <ul style="list-style-type: none"> ▪ Date agreed ▪ Meeting arranged ▪ Document discussion with whanau 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Debrief planned by CMM/HoD with staff who voluntarily want to attend. This is to provide neutral support (Pastoral care, Psychological Safety, offer EAP) <ul style="list-style-type: none"> ▪ Ensure staff can be released from duties to attend ▪ <u>Incident Policy</u>⁴ ▪ <u>Workplace Stress Policy</u>⁵ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Future follow up offered and arranged? <ul style="list-style-type: none"> ▪ Local AN/Gynae clinic appointment ▪ Waikato ▪ Auckland ▪ Other 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Continuity of care for woman and/or baby. Who is leading / coordinating? (e.g. O&G/HoD/CMM) <ul style="list-style-type: none"> ▪ NNU ▪ Maternity ▪ Waikato pathway ▪ Auckland 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clinical Case Review organised (refer to guidelines) <ul style="list-style-type: none"> ▪ Process arranged by CMM and/or HoD ▪ Feed in to the RCA/London Protocol process 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Complaints <ul style="list-style-type: none"> ▪ Identified and investigated ▪ Actioned if necessary ▪ <u>Complaint policy</u>⁶ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Learning outcomes presented at PMMRC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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³ [Open Communication/Disclosure Policy](#),

⁴ [Incident Management](#)

⁵ [Management of Workplace Stress](#)

⁶ [Complaint Management](#)