

Adverse Event Reporting template

What cases should I bring forward?

Any case where an adverse event or potential adverse event has occurred or any case involving quality of care concerns.

How do I report my case?

Contact the resident representative(s) of the Pediatric Mortality and Adverse Event Review Committee using the reporting template (see below).

What happens after I report my case?

The resident representative will bring your case forward to the Committee Chairs and Patient Safety Officer for further review. Based on this review:

- You may be asked to complete an SOR (Safety Occurrence Report)
- A detailed review of the events may take place at a future Committee meeting
- Your case may be filed and tracked for similar recurrences/themes

Will I remain anonymous?

If you prefer, your name will not be associated with your case submission to the Committee Chairs. We will do our best to maintain your anonymity, however this cannot be guaranteed.

Patient number	
Date of event	
Location of event	
2-3 line summary of event	
What is your concern regarding this event?	
What action(s), if any, have already taken place since this event?	