

Guideline for Submitting Adverse Incident Form (AVI) within the Bowel Cancer Screening Programme (BCSP)

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Key Amendments

Date	Amendment	Approved by
November 2022	Document approved	SCSD Governance Meeting

Introduction

In accordance with the Quality Assurance (QA) requirements of the Bowel Cancer Screening Programme (BCSP), all Adverse Incidents (AVI) should be recorded and submitted to BCSP National Office and Quality Assurance Reference Centre (QARC).

The West Midlands NHS Bowel Cancer Screening Programme Adverse Incident Risk Management Policy defines explains that an adverse incident can be defined as:

‘an event or circumstance that could have or did lead to unintended or unexpected harm, loss or damage.’

It goes on to explain that ‘the Department of Health defines an adverse healthcare incident as ‘an event or omission arising during clinical care and causing physical or psychological injury to a patient’. The Health Protection Agency states that an adverse incident is ‘an unplanned or unexpected event, act or circumstance that results in harm to the Agency, its people or its property’. This includes tangible events such as damage to reputation.’

This guideline is designed to assist with recognition of scenarios where an AVI should be submitted and give guidance on the completion of an AVI form.

Details of Guideline

An AVI form should be submitted within 48 hours after an incident has occurred. If an investigation is still to take place an updated AVI form can be submitted at a later date.

Please note that the key documents are not designed to be printed, but to be used on-line. This is to ensure that the correct and most up-to-date version is being used. If, in exceptional circumstances, you need to print a copy, please note that the information will only be valid for 24 hours and should be read in conjunction with the key document supporting information and/or Key Document intranet page, which will provide approval and review information.

The AVI form should be completed by someone present when the incident took place, however if completion by another person will expedite its submission, this is acceptable, provided they are given all necessary facts in order to complete a full and detailed AVI form.

All adverse incidents should be recorded on the BCSP AVI form (see example at rear of guideline). A master copy can be found at M:\Acute\Endoscopy\Bowel Cancer Screening Programme\AVI. These forms should be completed electronically.

AVI forms should be submitted to the regional QARC and NHS England commissioners by email.

All AVI forms submitted for incidents occurring within the Herefordshire & Worcestershire Bowel Cancer Screening Centre should be copied to the Bowel Cancer Screening Office, BCSP Matron / Manager and the BCSP Screening Centre Director.

A copy of the contact group for distribution of AVIs is available on the shared drive M:\Acute\Endoscopy\Bowel Cancer Screening Programme\AVI and a copy if sent to all BCSP staff each time to contact list is updated.

All AVI forms submitted for incidents occurring within the Herefordshire & Worcestershire Bowel Cancer Screening Centre should be copied to the Bowel Cancer Screening Office, BCSP Matron / Manager and the BCSP Screening Centre Director.

All AVI forms should be anonymised when submitted a corresponding spread sheet is available in the BCSP office for identification purposes.

Listed below are scenarios in which an AVI form should be submitted:

- Single Sex Breaches
- 30 minutes late commencing a screening list
- Cancellation of a clinic
- No administrative cover
- IT systems down for over 30 minutes
- Failed colonoscopy
- Patient absconded
- Patient Falls
- Near misses e.g. post-polypectomy bleeding
- Specimens not labelled
- More than 1 set of hospital notes in endoscopy room
- Patient discharged from endoscopy unit prior to being seen by SSP
- Patients ignoring post-procedure instructions
- Vasovagal episode post-procedure
- Relatives taken unwell
- Administration of reversal agent required
- Adverse drug reactions
- Any incident which is required to be reported 'within trust'

- Aggressive patients
- Breaches of KPI standards
- Any Hub activity which will impact on the Screening Centre