

# Adverse Incident Report Form - ADV/REP/1

NSS Health Facilities Scotland is a Division of NHS National Services Scotland



## IRIC Incident Reporting & Investigation Centre

Gyle Square, 1 South Gyle Crescent, EDINBURGH, EH12 9EB  
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<b>SUBJECT:</b>	Please enter a brief and descriptive title, e.g. make, model and brief outline of the problem:		
<b>1. Contact</b>	Contact details may be shared with the supplier / manufacturer and relevant health and safety organisations.		
Name:		Telephone:	
Job Title:		E-mail:	
Department:		Your REF:	
Address:			
Alternative contact:			
<b>2. Equipment</b>	Please do not send contaminated devices by mail. Contact IRIC to make alternative arrangements.		
Description:			
Manufacturer:		Approx age (years):	
Model/Ref:		CE marked:	
Serial/Lot N <sup>o</sup>		Supplier contacted:	
Expiry Date		Supplier case ref:	
<b>3. Occurrence</b>	Please don't include any patient / staff personal details		
Board / local authority:		Clinical service:	
Incident date:		Treatment:	
Injury:		Casualty:	
Nature of incident:			
Possible Cause:			
Other consequence(s):			
<b>4. Action</b>	A <a href="#">Contamination Status Certificate</a> must accompany all medical devices, whether used or unused.		
Equipment quarantined		Location	
Additional actions:			
Please indicate any items that will be sent separately	<input type="checkbox"/> Copy of local incident report <input type="checkbox"/> Implicated device(s) <input type="checkbox"/> Contamination Status Certificate		
	<input type="checkbox"/> Other:		

# ADVERSE INCIDENT REPORTING

## PRODUCT CATEGORIES

### Health & Social Care equipment, including:-

**Cleaning, sterilisation and disinfection;** *stills, autoclaves, sterilisers (steam, gas, chemical, dry heat), instrument washer / disinfectors.*

**Daily living;** *wheelchairs, hoists, sitting, standing & walking aids, communication aids, electronic assistive technology.*

**Dental and chiropody;** *instruments, chairs, curing lights, drills, water, air, suction.*

**Dietary products (certain types);** *enteral food preparations, ready-to-feed (RTF) preparations solely for hospital use.*

**Electromedical;** *infusion pumps, fluid warmers, automatic tourniquets, physiological monitoring and measurement; dialysis, cardiology, physiotherapy, audiology, speech therapy, ophthalmology, electrotherapy, endoscopy and obstetrics equipment.*

**Imaging;** *X-Ray, CT, MRI, ultrasound, nuclear medicine, image intensifiers, fluoroscopy.*

**Implants;** *cochlear, orthopaedic, pumps, nerve stimulators, heart valves, prostheses.*

**Laboratory;** *analysers, centrifuges, media preparators, safety cabinets, incubators, warming cabinets, refrigerators, test equipment.*

**Life support;** *anaesthetic machines, ventilators, humidifiers, resuscitators, defibrillators, pacemakers, suction and medical gas equipment, gas cylinders and regulators, cardiac bypass equipment, baby incubators, radiant warmers, breathing systems.*

**Operating department;** *surgical instruments, operating tables, trolleys, patient transfer apparatus, heating and cooling pads, blood warmers, nerve stimulators, diathermy, drills, saws, lasers.*

**Orthotics and prosthetics;** *limbs, braces.*

**Post mortem;** *tables, instruments, cutters, breathing apparatus.*

**Radiotherapy;** *accelerators, radioactive implants, tables, treatment planning systems.*

**Single use devices;** *such as syringes, needles, administration sets, catheters, dressings, sutures, swabs, sharps, staple guns.*

**Ward equipment;** *e.g. mobile examination lamps, hospital beds, overlay mattresses, pressure garments, thermometers, blood pressure monitors, weighing machines, diagnostic sets, patient hoists, lifting apparatus.*

### Estates & Facilities equipment, including:-

**Buildings and grounds;** *components, services, plant for maintenance, construction, cleaning.*

**Communications;** *two-way radios, telephones, nurse call, paging, personal alarms, building management, radio television, IT, security.*

**Equipment;** *in laundries, catering departments, work shops etc.*

**Fire detection and protection;** *smoke/fire detection, fire doors, alarms, sprinklers, extinguishers, ventilation dampers.*

**Luminaires (fixed);** *including operating department lamps and examination lamps.*

**Fuel supply and storage;** *solid fuel, petrol, oil and gas.*

**Fume, laminar flow and microbiological safety cabinets** (installation aspects only); *ductwork and interaction with ventilation systems.*

**Gas cylinders and regulators** (industrial).

**Incinerators and waste disposal;**

**Legionella protection;**

**Lightning protection;**

**Anti-static precautions;**

**Living areas;** *sluices, curtain rails and tracking, showers, baths, toilets, thermostatic mixing valves, doors, windows, flooring, non-specialist furniture, domestic appliances.*

**Medical gas cylinders;** *storage issues only.*

**Operating department installations;** *pendants, laminar air systems, operating lamps, microscopes.*

**Pendant and bed-head services;**

**Piped medical gas / vacuum installations;** *including regulators, pipework and wall outlets, vacuum insulated evaporators, anaesthetic gas scavenging.*

**Plant and services;** *lifts, automatic doors, boilers, steam generation and supply, heating, ventilation, air conditioning, water, drainage, electrical systems below 11kV, electrical generators, chills and cold storage).*

**Transport;** *vehicles (excluding medical equipment).*

**Waste management, transport and disposal;**

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### General (in association with any of the above);

*Control of Substances Hazardous to Health (COSHH); personal protective equipment (PPE); electro-magnetic interference (EMI); data transfer, storage and retrieval systems (e.g. PACS).*