

Datix Cymru –short guide to incident reporting for Maternity and Obstetrics

From midnight on April 1st Datix Incident reporting will change to a new platform.

To access the new Datix platform follow the following steps.

Step 1

Enter the old Datix platform and click on the new link.

New Forms | Login | Datix

****IMPORTANT NOTICE**** - Please use this Incident Reporting form UNTIL MIDNIGHT ONLY on the 31st of March 2022.
After midnight and onwards from this point, please click on the link below to take you to the NEW Datix Cymru system Incident Reporting Form
You will be prompted to log in using your Cymru Username and Password (eg, cymru\be022131) or your NHS Email address and Password

Datix Cymru Incident Reporting Link

COVID19/Coronavirus Incident

Is this Incident related to Coronavirus/COVID-19?

Incident Type

Type

Who was affected/potentially affected?

Any other people involved in the incident?

Was any other person involved aside from the person affected and the reporter?

Incident details

PLEASE DO NOT ADD ANY IDENTIFIABLE NAMES IN THIS SECTION

Description of the Incident

Please do not complete this section in capital letters.
PLEASE DO NOT RECORD ANY PERSON OR LOCATION IDENTIFIABLE INFORMATION IN THIS FIELD (use terms such as 'the patient', 'the member of staff' and NOT individuals' names).
This information must be factual and objective.

Action taken

PLEASE DO NOT RECORD ANY PERSON OR LOCATION IDENTIFIABLE INFORMATION IN THIS FIELD (use terms such as 'the patient', 'the member of staff' and NOT individuals' names).

****IMPORTANT NOTICE****

After midnight and onward

You will be prompted to log

Datix Cymru Incident Reporting Link

Step 2

You will be taken to this page – press login in the top right hand corner.



Step 3

You will be taken to this page.

Log in with your email address (@wales.nhs.uk) and password.

Please note – you must log in to report an incident - you will not be able to add any names (patient or staff) unless you do this.



Step 4

If you only use Datix to report incidents you will be taken straight to the incident form. If you use it to approve/ investigate or for other modules you will be presented with the landing page. Click 'Capture' and select 'Incidents' from the drop down menu, then select 'Add a new Incident' from the menu on the left of the page.

The image shows two screenshots of the RL Datix interface. The top screenshot shows the main navigation bar with the 'Capture' menu highlighted by a red circle. A red arrow points from this circle to a second screenshot below, which shows the 'Capture' dropdown menu open. The 'Incidents' option is highlighted in the dropdown menu. The background of the second screenshot shows the 'Capture Admin' page with a 'Statuses' section containing a table of incident statuses.

Status	Records	Overdue
New Incident	0	0
Management review/Make it safe plus	0	0
Under Investigation	0	0
Awaiting Closure	0	0
Closed	0	0
Rejected	0	0

Step 5

Press 'Add a new incident' to bring up new reporting form.

The screenshot shows the RL Datix dashboard. At the top, there is a navigation bar with the RL Datix logo and several menu items: Capture, Evaluate, Strategy, Implement, and Assess. Below the navigation bar, there is a sidebar on the left with a menu. The 'Add a new incident' button is highlighted with a red rectangular box. The main content area is titled 'Incidents' and displays a 'Statuses' section with a list of incident statuses and their corresponding record counts and overdue counts:

Status	Records	Overdue
New Incident	0	0
Management review/Make it safe plus	0	0
Under Investigation	0	0
Awaiting Closure	0	0
Closed	0	0
Rejected	0	0

New reporting form

The screenshot shows the 'Datix Cymru Concerns Management System Incident Reporting Form (V2a/0422)'. The form is titled 'Incidents' and contains the following sections:

- Incident Affecting?**
 - * Who was affected? (Dropdown menu)
- When did the incident happen**
 - * Incident date (dd/mm/yyyy) (Date picker)
 - * Time (hh:mm) (Time picker)
 - Reported Date: 31/03/2022
- Where did the incident happen**
 - * Incident Service (Searchable text input)
- Locations**
 - * Location of Incident (Searchable text input)

Tips for new Datix reporting system

- Like the old system, the answers you give to the mandatory (*) questions will determine what information you are asked/ able to record next.

Completing the form;

- **Incident affecting**
 - for incidents relating to patients you will need their **NHS number** to complete the report. The number should be entered as a 10 digit number without any spaces.
 - for incidents relating to staff you will need to add their name and role.
- **When did the incident happen**
 - Date and time
- **Where did the incident happen**
 - Enter the speciality of the service – if you start typing Obstetrics the following link will appear.

Where did the incident happen

* Incident Service

Swansea Bay UHB / Singleton Hospital Service Delivery Unit / Obstetrics (Surg) / Obstetrics

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- **Locations**
 - Type in the ward/ department – for Maternity our areas are Labour ward, Ward 19 and Ward 20. If you type in ‘antenatal’ areas for ADAU (Neath and Singleton), Antenatal Assessment Unit and Antenatal clinic will appear.
 - ‘Exact location’. This is a free text box and can be used to enter bed or room numbers.
- **Incident details/ what happened**
 - Boxes are free text – please provide as much detail as possible. Please do not include identifiable details.
- **Incident type**

- For incident commonly reported as per the Obstetric trigger list guideline on WISDOM
- Click on 'Maternity adverse occurrence'
- For subtype – choose either Maternity or Neonatal.
- Pick further trigger.

Please note we are only reporting incidents in line with the Obstetric trigger list guideline on WISDOM at present – which we have also circulated with this document.

- **Additional Information**

- All questions require a yes/ no answer. If you answer yes to 'was any other contact involved in the incident?' a further section will open for you to add details of witnesses, staff involved etc.

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- **Incident severity**

- Please try to ensure that your grading is accurate as this cannot be amended.
- For incidents with a severity of moderate, severe or death a section will open asking you to confirm who you have informed.

- **Communication**

- Enables you to record who you have informed.
- There is a new question in this section- 'Is this highly confidential (not for circulation)?' For the vast majority of incidents reported the answer is no so this has been given as the default setting.

- **Details of person reporting the incident**

- Provided you have logged, in your details, as the reporter, will automatically appear at the bottom of the page.
- Once all sections have been completed click on submit.
- Please note, as with the old system, the reference number that appears on screen is incorrect. The correct number will appear in the notification sent to your email account.

A full guide to incident reporting, training videos and links for drop in sessions provided by the Datix team is available on the intranet.