

Elements of an Acceptable Incident Trend Report

An acceptable incident trend report must:

- Include the agency's approach and commitment to incident management.
- Include the make- up of the agency's Incident Review committee(s) and subcommittee(s), if applicable, and schedule of meetings and summary of activities for the period of time included in the report.
- Include that the committee, in accordance with agency policy, will report periodically (monthly, quarterly, etc.) but no less than annually to the CEO, Governing Body, and (if voluntary provider) to the DDSO on the committee's:
 1. general monitoring functions;
 2. general identified trends in reportable incidents, deaths, serious reportable incidents, allegations of abuse and other incidents which do not meet the definition for a reportable incident (commonly referred to as occurrences, minor events, agency reportable, etc.) and also medication errors if managed through the agency's incident management process;
 3. general identified trends in injuries of unknown origin regardless of category and classification including occurrences (this may be done by the full committee or a member of a subcommittee reporting to the full committee);
 4. recommendations on corrective, preventative and/or disciplinary action pertaining to identified trends; and,
 5. recommendations to the CEO or designee to prevent recurrence of incidents presenting a trend.
- Include aggregated data and information and not individual case specifics unless egregious or identifying a trend across the agency operations.
- Include a trend analysis which contains examination of information including:
 1. a comparison of incident types and number over a period of time;
 2. identified trends by site, time, location, staff involved, individual involved, circumstances and any other pertinent information;
 3. identified reasons for the trends and increases/decreases in incidents;
 4. identified systemic changes implemented based on incidents reported and an analysis of whether these changes were effective; and,
 5. recommendations for future actions.