



Emergency Medical Services Agency Prehospital Care Manual **Policy 108**

NOTIFICATION / INCIDENT REPORT

Effective Date January 22, 2007
Replaces August 1, 2003

Resources

[Unusual Occurrence Report](#)

I. Purpose

To establish a mechanism for prehospital care personnel to report system issues and incidents for the purposes of review, audit, and evaluation.

II. Procedure

- A. Prehospital care personnel shall complete incident reports when:
1. An incident occurs which may cause a detrimental or potentially detrimental patient effect or outcome.
 2. Any incident occurs which may have had a negative effect on the performance of the EMS System.
 3. Anytime there is a conflict with existing State or Local policy.
 4. Anytime otherwise called for in County policy.
 5. When requested by the Agency
- B. Incident reports may be initiated by any prehospital care provider or EMS system participant. Additionally, the public at large may submit a request for an investigation.
- C. Incident reports should be generated immediately following the occurrence whenever possible.

- D. Incident reports shall be submitted to the Agency when requested or anytime a provider is aware of an incident that may cause a detrimental or potentially detrimental patient effect or outcome. **All known detrimental patient or system occurrences shall be reported immediately to the Agency.**
- E. The Agency will conduct fact-finding meetings and interviews, as deemed necessary, with individuals who are involved in system matters. Matters of Health and Safety Code violations will be conducted in accordance with Title 22.
- F. The Agency, as authorized by the EMS Medical Director, is responsible for any subsequent certification action related to the occurrence including reprimand, suspension, or revocation of any certificate, license or accreditation approval.