

## FOUNDATION STANDARD 13.3 – ADVERSE EVENT REPORTING

## 2023 Adverse Events Policy – Transitioning Checklist

This checklist can be used by assessors or practices to help identify gaps when transitioning to the 2023 National Adverse Events Policy. **NOTE: Uploading this checklist is optional.**

Practice name:  Date:

Name and role of person completing this form:

Name:

Role:

### Policy and procedure

- Adverse events policy aligns with the 2023 National Adverse Events Policy
- Open disclosure policy supports culturally appropriate, honest communication
- Policies are reviewed and updated regularly (at least every three years)
- Policies are accessible to all relevant staff

### Reporting and review process

- SAC 1 and 2 events are reported to Te Tāhū Hauora | HQSC
- Formal learning reviews are conducted for SAC 1 and 2 events
- General practice review tool for SAC 1 and 2 events is completed and uploaded to the assessment
- Reporting timelines are followed as per Te Tāhū Hauora | HQSC guidance

### System safety and risk management

- Harm definitions include physical, psychological, cultural, and spiritual harm
- Risk assessments are documented and reviewed regularly
- System-level safety factors are considered in reviews
- Lessons learned are used to improve systems and prevent recurrence

### Team communication and culture

- Team is informed about the policy and its relevance
- Roles and responsibilities during adverse events are clearly defined
- Practice culture promotes open communication and continuous improvement
- Changes to policies and procedures are communicated effectively

### Training and education

- Staff have completed relevant modules from the Learning from Harm Education Programme
- Training records include refreshers and updates
- Training supports understanding of system safety and open disclosure

### Documentation and assessment readiness

- Updated policies and procedures are available for Foundation Standard assessment
- SAC 1 and 2 documentation is uploaded to Smartsheet if applicable
- Practice is prepared to demonstrate compliance during assessment