

Category & Sub-category mapping - V5 11.09.20

Specialist Leads to review column C to confirm automatic email notification and responsibility to give specialist advice of identified sub-categories to the DIF2 manager managing the incident.

Specialist Leads will be automatically notified by email of all Level 2 & 3 incidents. If however you would prefer to be notified of all incident including Level 1, please let us know through your feedback.

CATEGORY	SUB-CATEGORY	Specialist Lead - Which specialism may need to be involved.	CAT / SUBCAT SPECIFIC - These sections will show when the corresponding category/subcategory is selected, but may not need to be populated depending on the incident.	Specialist Lead review comments
ABUSE & HARM	Organisational	Safeguarding	STEIS/Police	
ABUSE & HARM	Modern day slavery	Safeguarding	STEIS/Police	
ABUSE & HARM	Domestic abuse	Safeguarding	STEIS/Police	
ABUSE & HARM	Physical	Safeguarding	STEIS/Police	
ABUSE & HARM	Psychological	Safeguarding	STEIS/Police	
ABUSE & HARM	Discriminatory	Safeguarding	STEIS/Police	
ABUSE & HARM	Sexual	Safeguarding	STEIS/Police	
ABUSE & HARM	Verbal	Safeguarding	STEIS/Police	
ABUSE & HARM	Financial or material	Safeguarding	STEIS/Police	
ABUSE & HARM	Self Neglect	Safeguarding	STEIS/Police	
ABUSE & HARM	Neglect	Safeguarding	STEIS/Police	
ACCIDENT	Burn or Scald	H&S	STEIS	
ACCIDENT	Collision with an object (eg: furniture and fittings)	H&S	STEIS	
ACCIDENT	Contact with Electricity	H&S	STEIS	
ACCIDENT	Cut with sharp material or object	H&S	STEIS	
ACCIDENT	Exposed to an explosion	H&S	STEIS	
ACCIDENT	Exposure to or contact with a harmful/hazardous substance	H&S	STEIS	
ACCIDENT	Fall from low height (eg: chair / step ladder)	H&S	STEIS	
ACCIDENT	Hit by moving, flying or falling object	H&S	STEIS	
ACCIDENT	Hit something fixed or Stationary	H&S	STEIS	
ACCIDENT	Hit by a moving vehicle	H&S	STEIS/Police/Lone working	
ACCIDENT	Injured by an Animal	H&S	Police/Lone working	
ACCIDENT	Injury to patient/staff moving and handling	H&S	STEIS/Lone working	
ACCIDENT	Moving and Handling incident (Not involving patient)	H&S	STEIS/Lone working	
ACCIDENT	Needle stick injury	H&S	STEIS/Lone working	
ACCIDENT	Slip, trip or fall	H&S	STEIS/FALLS	
ACCIDENT	Trap injury	H&S	STEIS/Lone working	
ACCIDENT	NEVER EVENT - Fall from poorly restricted window	H&S	STEIS/Never Events/FALLS/Lone working	
CONSENT	Failure	Clinical Lead		
CONSENT	Failure to comply with Mental Capacity Act Code of Practice	Clinical Lead		
CONSENT	Non compliance with DoLS Procedure	Clinical Lead		

CONSENT	Non compliance with Power of Attorney Procedure	Clinical Lead		
DEATH	Death of Employee - work related	H&S	STEIS / HSE / CQC/ Police	
DEATH	Death of member of public	H&S	Police / STEIS	
DEATH	Unexpected Patient Death	Clinical Lead	STEIS / Police / CQC	
ENVIRONMENTAL	Environment too cold	H&S		
ENVIRONMENTAL	Loss of utilities (water, gas or electricity)	H&S	STEIS	
ENVIRONMENTAL	Building damp / mouldy	H&S		
ENVIRONMENTAL	Flood	H&S	STEIS, Flood	
ENVIRONMENTAL	Environment too hot	H&S		
ENVIRONMENTAL	Environment too noisy	H&S		
ENVIRONMENTAL	Lack of privacy	H&S		
ENVIRONMENTAL	Inappropriate disposal of sharps	H&S		
ENVIRONMENTAL	Environment too small	H&S		
ENVIRONMENTAL	Inappropriate disposal of clinical waste	H&S, IPC Lead		
ENVIRONMENTAL	Inappropriate disposal of domestic waste	H&S		
ENVIRONMENTAL	Actual Fire	H&S	STEIS, Fire	
ENVIRONMENTAL	False Alarm	H&S	Fire	
ENVIRONMENTAL	Severe Weather Conditions	H&S		
ENVIRONMENTAL	Unclean environment	H&S		
INFECTION PREVENTION	Clostridium difficile (CDIF)	IPC lead		
INFECTION PREVENTION	Failure to report to Infection Prevention Team	IPC lead		
INFECTION PREVENTION	Outbreak management	IPC lead		
INFECTION PREVENTION	Incorrect/unsafe disposal of sharps	IPC lead		
INFORMATION GOVERNANCE	A. Corruption or inability to recover electronic data	IG lead	STEIS	
INFORMATION GOVERNANCE	B. Disclosed in error	IG lead	STEIS	
INFORMATION GOVERNANCE	C. Lost In transit	IG lead	STEIS	
INFORMATION GOVERNANCE	D. Lost or stolen hardware	IG lead	STEIS \ Police	
INFORMATION GOVERNANCE	E. Lost or stolen paperwork	IG lead	STEIS \ Police	
INFORMATION GOVERNANCE	F. Non-Secure disposal - hardware	IG lead	STEIS	
INFORMATION GOVERNANCE	G. Non-Secure disposal - paperwork	IG lead	STEIS	
INFORMATION GOVERNANCE	H. Uploaded to website in error	IG lead	STEIS	
INFORMATION GOVERNANCE	I. Technical security failing	IG lead	STEIS	
INFORMATION GOVERNANCE	J. Unauthorised access/disclosure	IG lead	STEIS \ Police	
INFORMATION GOVERNANCE	K. IG other	IG lead	STEIS	
INFORMATION GOVERNANCE	Z. Cyber security	IG lead	STEIS \ Police	
INFORMATION GOVERNANCE	NHS 111 on-line - inappropriate referral	IG lead	STEIS	
INFORMATION GOVERNANCE	Permanent loss of data	IG lead	STEIS	
IT SYSTEMS & EQUIPMENT	Incorrect disposal of equipment (no data invovled)	IT lead		
IT SYSTEMS & EQUIPMENT	Inappropriate use of equipment	IT lead		
IT SYSTEMS & EQUIPMENT	Faulty equipment	IT lead		
IT SYSTEMS & EQUIPMENT	Misuse of Internet	IT lead	Police	
IT SYSTEMS & EQUIPMENT	IT system failure	IT lead		
IT SYSTEMS & EQUIPMENT	Non compliance with Statute/Legislation/Policy	IT lead		
IT SYSTEMS & EQUIPMENT	Vandalism/wilful damage	IT lead		
IT SYSTEMS & EQUIPMENT	Misuse of telecommunication systems	IT lead		

IT SYSTEMS & EQUIPMENT	Lost / stolen IT equipment	IT lead	Police	
IT SYSTEMS & EQUIPMENT	Telephone failure	IT lead		
MEDICAL EQUIPMENT	Lack of competency training/review	Meds Management	Medical Equipment	
MEDICAL EQUIPMENT	Failure to decontaminate	Meds Management	STEIS, Medical Equipment	
MEDICAL EQUIPMENT	Failure of device / equipment (not user error)	Meds Management	Medical Equipment	
MEDICAL EQUIPMENT	Lack of / unavailability of device / equipment	Meds Management	Medical Equipment	
MEDICAL EQUIPMENT	Equipment not calibrated	Meds Management	Medical Equipment	
MEDICAL EQUIPMENT	Reuse of single use equipment	Meds Management	STEIS, Medical Equipment	
MEDICAL EQUIPMENT	Equipment, supplies or devices stored incorrectly	Meds Management	Medical Equipment	
MEDICAL EQUIPMENT	Wrong device/equipment used	Meds Management	Medical Equipment	
MEDICAL EQUIPMENT	Missing Medical Equipment	Meds Management	Police, Medical Equipment	
MEDICAL EQUIPMENT	Equipment out of date	Meds Management	Medical Equipment	
MEDICATION	Administration Error	Clinical Lead	STEIS, Medication	
MEDICATION	Prescription Pads not available	Meds Management		
MEDICATION	Controlled drug spillage / wastage	Meds Management	Medication	
MEDICATION	Dispensing Error	Clinical Lead	STEIS, Medication	
MEDICATION	Electronic prescribing failure	Meds Management		
MEDICATION	Failure to reconcile medication	Meds Management	STEIS, Medication	
MEDICATION	Failure to review medication	Meds Management	STEIS, Medication	
MEDICATION	Immunisation error	Clinical Lead	STEIS, Medication	
MEDICATION	Incorrect storage/transport of medicine / vaccines	Meds Management	STEIS, Medication	
MEDICATION	Medication found eg. on the floor	Meds Management	Medication	
MEDICATION	Missing / theft of prescriptions	Meds Management	Police	
MEDICATION	Monitoring/follow up of medicine use	Meds Management	STEIS, Medication	
MEDICATION	NEVER EVENT - Overdose of Insulin	Clinical Lead	Never Events	
MEDICATION	NEVER EVENT - Overdose of Methotrexate	Clinical Lead	Never Events	
MEDICATION	Palliative care - no anticipatory drugs	Clinical Lead		
MEDICATION	Patient hoarding medication	Safeguarding, Meds Manage	Safeguarding	
MEDICATION	Patient refusal	Clinical Lead	STEIS	
MEDICATION	Prescribing error	Meds Management	STEIS, Medication	
MEDICATION	Prescription incorrectly completed	Meds Management	STEIS	
MEDICATION	Stock discrepancy - controlled drug	Meds Management	Police, Medication	
MEDICATION	Stock discrepancy - general	Meds Management	Police, Medication	
MEDICATION	Prescription issued to wrong person	Meds Management	IG	
MEDICATION	Failure to maintain cold chain	Meds Management	Medication	
PATIENT CARE	Inappropriate staff attitude or behaviour		STEIS	
PATIENT CARE	Breach: Telephone triage/Home Visit/UCC Appointment			
PATIENT CARE	Poor or no access to translation service			
PATIENT CARE	Poor documentation/record keeping			
PATIENT CARE	Patient left before treatment completed	Clinical Lead	STEIS	
PATIENT CARE	Unsafe/inappropriate transfer from PC24 Service	Clinical Lead	STEIS	
PATIENT CARE	Failure to comply with treatment	Clinical Lead	STEIS	
PATIENT CARE	Failure to record baseline vital signs (NEWS2)	Clinical Lead	STEIS	
PATIENT CARE	Failure to refer	Clinical Lead	STEIS	
PATIENT CARE	Adverse reaction to treatment	Clinical Lead	STEIS	

PATIENT CARE	Incorrect treatment	Clinical Lead	STEIS	
PATIENT CARE	Patient intoxicated with illicit drugs		STEIS, Police	
PATIENT CARE	Unsafe transporting/storage of specimens	Meds Management	STEIS	
PATIENT CARE	Failure/delay in reviewing test results	Clinical Lead	STEIS	
PATIENT CARE	Failure/delay receiving test results	Clinical Lead	STEIS	
PATIENT CARE	Excessive waiting time		STEIS	
PATIENT CARE	Failure to comfort call		STEIS	
PATIENT CARE	Failure/delay to process referral		STEIS	
PATIENT CARE	Failure to send tasks		STEIS	
PATIENT CARE	Failure to provide safety netting	Clinical Lead	STEIS	
PATIENT CARE	Failure to contact patient		STEIS	
PATIENT CARE	Delay in treatment	Clinical Lead	STEIS	
PATIENT CARE	Failure to report an incident		STEIS	
PATIENT CARE	Failure to treat	Clinical Lead	STEIS	
PATIENT CARE	Failure\delay to admit to hospital	Clinical Lead	STEIS	
PATIENT CARE	Delay in diagnosis	Clinical Lead	STEIS	
PATIENT CARE	Mandatory training expired/incomplete		STEIS	
PATIENT CARE	Failure to diagnose	Clinical Lead	STEIS	
PATIENT CARE	Incorrect diagnosis	Clinical Lead	STEIS	
PATIENT CARE	Failure to maintain contemporaneous records		STEIS	
PATIENT CARE	Failure to review special patient notes	Clinical Lead	STEIS	
PATIENT CARE	Failure to maintain privacy	Clinical Lead	STEIS	
PATIENT CARE	Failure to interpret results	Clinical Lead	STEIS	
PATIENT CARE	Patient recall failure	Clinical Lead/Operational	STEIS	
PATIENT CARE	NHS Screening Programme Failure		STEIS	
PATIENT CARE	Interpreter Unavailable	Operational		
PATIENT CARE	Inappropriate Interpreter	Operational		
SECURITY	Alarms not set			
SECURITY	Breaking and entering	Estates, H&S	Police	
SECURITY	False Identity of Patient		Police	
SECURITY	ID badges / Keys / fobs missing	Estates	Police	
SECURITY	Patient actions aggressive, violent or inappropriate			
SECURITY	Intruders on site	Estates, H&S	Police	
SECURITY	Theft/loss/damage (Organisational property)	Estates, H&S	Police	
SECURITY	Theft/loss/damage (Personal Property)		Police	
SECURITY	Offensive Weapon	H&S	Police	
SECURITY	Windows\doors not secured	Estates, H&S	Police	
SECURITY	Patient smoking on premises		Police	
SECURITY	Staff smoking on premises		Police	
SECURITY	Terrorism (PREVENT)	H&S	Police / Safeguarding	
SECURITY	Visitor/Public smoking on premises		Police	
SELF HARM	Actual Self Harm	Safeguarding	Self Harm/STEIS	
SELF HARM	Attempted Self Harm	Safeguarding	Self Harm/STEIS	
SELF HARM	Suicidal thoughts/threats	Safeguarding	Self Harm/STEIS/Police	
SELF HARM	Attempted Suicide	Safeguarding	Self Harm/STEIS/Police	

SERVICE DELIVERY	Failure to follow escalation procedure			
SERVICE DELIVERY	Failure/delay in internal communication being acted upon			
SERVICE DELIVERY	Suspected Fraud		Police	
SERVICE DELIVERY	Staff Did not attend shift			
SERVICE DELIVERY	CAS alert actions not complete			
SERVICE DELIVERY	Special Patient Note (SPN) - Incompleted/ Lack of documentation			
VEHICLE INCIDENT	Damage to property		Police	
VEHICLE INCIDENT	Driving without valid insurance			
VEHICLE INCIDENT	Driving without a valid licence			
VEHICLE INCIDENT	Parking Offence		Police	
VEHICLE INCIDENT	Speeding Offence		Police	
VEHICLE INCIDENT	Vehicle Unroadworthy		Police	
VEHICLE INCIDENT	Road Traffic Collision		Police	
VEHICLE INCIDENT	Road Traffic Offence		Police	
VEHICLE INCIDENT	Theft from fleet Car		Police	
VEHICLE INCIDENT	Theft of vehicle		Police	
VEHICLE INCIDENT	Failure to inspect/check vehicle			
VEHICLE INCIDENT	Unavailability of fleet car			
VEHICLE INCIDENT	Administering of incorrect fuel			
VEHICLE INCIDENT	Failure to notify PC24 of changes to driving license/insurance			
VEHICLE INCIDENT	Failure to keep vehicle secure			
VEHICLE INCIDENT	Failure to maintain cleanliness of vehicle			
VEHICLE INCIDENT	Failure to remove PC24 equipment from vehicle at end of use			