

# Downtime Event Report – NonPatient

**Procedure:** Use this form only when the electronic Verge Event Reporting System is not available for more than 8 hours. The information from this form will be entered in to the electronic Verge Event Reporting System as soon as possible after the system is re-activated. After entering the information, this form will be destroyed. **Please Note: All fields are mandatory fields and must be completed.** Please send the form to Risk Management. Thank you!

Reporter's Name (Optional): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Organization:  NHRMC  Pender

Department Involved: \_\_\_\_\_ Secondary Department: \_\_\_\_\_

Person Involved:  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Event:

Abusive/violent behavior  Fall

Auto Accident  Missing/damaged items

Other: \_\_\_\_\_

Description of Event: (Include facts and observations, no opinions):  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Severity/Scale of Harm:

- Unsafe Condition: Potential Event – Any circumstance that increases the probability of a patient safety event.
- Near Miss/Good Catch: Event occurred but did not reach patient
- No Harm: Event reached patient, but no harm was evident
- Mild Harm: Bodily or psychological injury resulting in minimal symptoms or loss of function, or injury limited to additional treatment, monitoring and/or increased length of stay
- Moderate Harm: Bodily or psychological injury adversely affecting functional ability or quality of life, but not at the level of severe harm
- Severe Harm: Bodily or psychological injury (including pain or disfigurement) that interferes significantly with functional ability or quality of life
- Death: Dead at time of the assessment

Immediate Action Taken: \_\_\_\_\_