



maryvale private
hospital

Open Disclosure & Statutory Duty of Candour

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1. Objective

2. Scope

3. Policy Statement

Level of Response

Table 1

| | Criteria |
|------------------------------|----------|
| Minor Adverse Event | |
| Serious Adverse Event | |

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Key Elements of Process

Table 2

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| <p>Incident Detection</p> | <ul style="list-style-type: none"> • • • • • • |
| <p>Stage 1: Apologise and provide initial information</p> | <p>A minor adverse event response can conclude at this stage</p> <p>Requirement 1: 24 hours</p> <p>Requirement 2: 3 business days</p> <p style="text-align: right;">no longer than</p> |
| <p>Stage 2: Hold the SDC meeting</p> | <ul style="list-style-type: none"> - Requirement 3: 10 business days - Requirement 4: <ul style="list-style-type: none"> ○ ○ ○ ○ ○ - Requirement 5: 10 business days |

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| <p>Stage 3: Complete a review of the SAPSE and produce report</p> | <ul style="list-style-type: none"> • Requirement 6: • Requirement 7: 50 business days 75 business days <p>Documentation and reporting</p> <ul style="list-style-type: none"> - Requirement 8: <ul style="list-style-type: none"> • Requirement 9: |
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4. Definitions

SDC:

SAPSE:

5. Related Policies and References

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- Patient and Consumer Centered Care
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| Version Control | | | | |
|-----------------|--------------|---------|-------------------|-------------------|
| Version | Date created | Creator | Reviewer/Approval | Summary Changes |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | Level of Response |
| 4 | | | | |