

How to upload a notification

Once you are registered with the new <u>online reporting portal</u> and have created a new password, the next time you log on you should see the following home page.

Healthcare Improvement Scotland		Sign Out
 Scotland NHS Fife Home Documents 	Welcome to the Quality Assurance Dashboard Brive Internation NHS File Filter Internation Colspan="2">Internation Colspan="2">Internation Colspan="2">Internation Colspan="2" Internation Colspan="2"	
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You will see all submissions for the organisation you are registered with – the status of each will be listed.

The number to the right is how many notifications assigned to your organisation. To see the full list, select the **IR(ME)R Notifications** heading below.

Healthcare Improvement Scotland	Sign Out
 NHS Fife ~ Home Documents 	Welcome to the Quality Assurance Dashboard Viewing forms in organisation NHS Fife Reference: 00075
	IRIMEN 1023 - Open IRIMEN 1023 - Open Internal incident reference number: WEB154701 Oct 25, 2022 Or Create a new IRIMEIR Notification form
«	

You can access any submission that is **open or awaiting final report** by clicking on it. All submissions, and the status of each is on the main page.

- Open to be reviewed by IR(ME)R team.
- Awaiting final report IR(ME)R team have reviewed and awaiting the final report by reporting organisation.
- Submitted final report submitted by reporting organisation.
- Closed IR(ME)R team accepted and closed notification.



You can delete any notifications created in error by clicking the dustbin image below from the full list.

Healthcare Improvement Scotland						Sign Out
🛊 NHS Fife 🔹						
★ Home			IR(ME)R	lotifications		
Documents						
	Filter					
	Title	Created 🕹	Status	Internal incident reference number	Action	5
	IRMER-1023	Oct 25, 2022	Open	WEB154701	(•	
					Items per page: 10 👻 1-1 of 1	-
					Create a new IR(ME)R Notification	<u>n form</u>

Creating a new submission

From the home page, click on Create a new IR(ME)R form

Healthcare Improvement Scotland		Sign Out
🔆 NHS Fife 👻	Welcome to the Quality Assurance Dashboard	
Home Documents	Viewing forms in organisation NHS Fife Reference: 00075	
	Filter	
	IR(ME)R Notifications	
	IRMER-1023 - Open Internal incident reference number: WEB154701 Oct 25, 2022	
	<u>Create a new IR(ME)R Notification form</u>	
«		

Work through the form completing all required fields. Green ticks will appear down the right hand side as you work through the form.

Healthcare Improvement Scotland		Sign Out
Scotland Kone Documents	IRMER-1027 Let Saved: Just now I. Incident Details Notification Date Incident reported by Lest Role of Individual reporting Incident Lest Casali of Individ	Incident Details Notification Date ✓ Incident reported by ✓ Role of individual reporting incident ✓ Contact telephone number of individual Date of incident Date of incident Significant accidental or unintended exp Significant accidental or unintended exp Modality Age of patient Gender of patient Who was informed? Effective dose or equivalent/relevant do Brief details of the accidental or uninten Has the incident report been uploaded?
	Lost Outsett telephone number of individual reporting incident	Effective dose or equivalent/relevant do Brief details of the accidental or uninten Has the incident report been uploaded? This report is, to the best of my knowled



Associated documents, such as your final reports or reflections, can be uploaded at the end of the form. Click the **Upload** button and follow the instructions. You can do this at any time as long as the record is **open** or **awaiting final report**. If you can't see the upload button, please contact the team.

Healthcare Improvement Scotland		
🔆 NHS Fife 🛛 👻	Place of incident	Incident Details
A Home	Significant accidental or unintended exposure notification code	Incident reported by Role of individual reportin
Documents	Significant accidental or unintended exposure notification suffix (if applicable)	Contact telephone numbe Internal incident reference
	Modelity	Date of incident Place of incident Significant accidental or u
	Age of patient	Significant accidental or u Modality Age of patient
	Gender of patient	Gender of patient Who was informed? Effective dose or equivale
	Who was informed?	Brief details of the accide Has the incident report be This report is to the best
	Effective dose or equivalent/relevant dose information (if available at the time of reporting)	
	Brief details of the accidental or unintended exposure	
	We will often ask for a copy of the incident report. If this is required, please confirm that you have uploaded a copy of the report.	
	Has the incident report been uploaded?	
	This report is, to the best of my knowledge, a true and accurate account	
	Submit	
	Documents attached to IRMER-1024	\mathbf{b}
	E Name Autor Last Modified	
	No files	
	ttems per page: 5 🔤 0.ct 0 < >	
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You can either drag and drop a file into the location, or browse your computer.

Age of patient	Significant accidental or unin Modality
Oender of patient	Age of patient Gender of patient Who was informed?
Who was informed?	Brief details of the accidenta Has the incident report beer This report is, to the best of
Attach a file Effective dose or equivalent/relevant dose info	
Brief details of the accidental or unintended	
We will often ask for a copy of the incident report. If th Close Upload	
Has the Incident report been uploaded?	
This report is, to the best of my knowledge, a true and accurate account	
Submit	
Documents attached to IRMER-1024	
Last Modified Actions	
Nofiles	

Note: If you want to come back to the submission at a later time, simply close your internet browser. Any completed data will be automatically saved. It will not be submitted to the IR(ME)R team until you hit **Submit** button at the end of the form.



The **Documents** tab under the Home tab relates to documents for your whole organisation. Any reports added here will not be shown against the relevant notification and should be moved.

Healthcare Improvement Scotland		Sign Out
 NHS Greate ▼ Home Documents 	IRMER-1023 Last Saved: Just now Incident Details	Incident Details Notification Date Incident reported by Role of individual reporting incl Email of individual reporting incl
	Notification Date	Contact telephone number of in Internal incident reference num Date of incident Place of incident Significant accidental or uninte Significant accidental or uninte

Once you have completed all fields, click Submit.

Note: Once submitted, you are only able to view your submission. If you notice an error, please email IR(ME)R team who will open the record up for you to edit. Once changes are made, **Submit** the form again.

	althcare provement otland		Sign Out
	If you answered Category 8(iv): Other. Please specify		Demographics And Background Informatio
A	Review Meeting - Summary and Actions		First names Surname Date of Birth CHI No Date and Time of death
	Learning points identified from the review (List the learning points identified by the review) - 0/10,000		Postcode of residence Resident NHS board at time of dea NHS board or local authority carr Age of Death
	Good practice identified from the review (List any points of good practice identified by the review group) - 0/10,000	11	Sex Ethnicity Is English parents/family first I Any additional requirements to co If you answered Yes to the above
	Summary of ongoing support needs and follow-up plans for the family - 0/10,000	4	Was the child/young person on the If you answered Yes to the above Was the child/young person a look If you answered any of the Yes an
	Action Plan Add +		Was the case open to social work Was this child/young person known Was this child/young person known Was this child/young person known
»		Submit	Was an anticipatory care plan in

If you are registered with more than one organisation, click on the arrow to the right of your organisations name. This will bring up a drop down list of all the organisations you are registered with. Contact the IR(ME)R team if you need to upload a notification for more than one organisation.

Healthcare Improvement Scotland	
NHS Fife	Welcome to the Quality Assurance Dashboard Viewing forms in organisation NHS Fife
	Reference: 00075
	R(ME)R Notifications
	IRMER-1027 - Open Oct 27, 2022
	IRMER-1023 - Open Internal incident reference number: WEB154701 Oct 25, 2022
	<u>Create a new IR(ME)R Notification form</u>



Select the home button to take you back to your main page.

Healthcare Improvement Scotland		Sign Out
₩ NHS Fife Home Documents	Welcome to the Quality Assurance Dashboard Viewing forms in organisation NHS Fife Reference: 00075	
	Filter	
	IR(ME)R Notifications	
	RMER-1027 - Open Oct 27, 2022	
	IRMER-1023 - Open Internal Incident reference number: WEB154701 Oct 25, 2022	
	<u>Create a new IR(ME)R Notification form</u>	
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