

PODIATRIC PRACTICE & SURGICAL FACILITIES

CRITICAL INCIDENT REPORT REQUIREMENT & FORM

A podiatrist must, as required herein, ensure that the College of Podiatric Surgeons receives notification and information regarding all critical incidents, as listed below, involving any patients of the podiatrist.

Indicate the type of critical incident

- In-office resuscitation or emergency transfer of the patient from the podiatrist’s facility to a hospital (with or without admission)
- Unexpected admission or presentation of the patient to hospital within 10 days of a procedure or anaesthetic being administered to the patient in the podiatrist’s practice facility*
- Death of the patient within 10 days of a procedure being performed on the patient by the podiatrist
- Clusters of infections among patients treated in the podiatrist’s facility
- Any procedure performed by the podiatrist or at the podiatrist’s facility on a wrong patient, body site or side

*** Exception to critical incident report requirement**

Where a patient is admitted unexpectedly, within 10 days of a podiatric procedure in a clinic or surgical centre, for treatment of a diagnosis or condition that is not a result of the said podiatric procedure, the treating podiatrist may determine that written notification to the College is not required.

Time limit to report

- Initial notification must be made by telephone or email to the College Registrar within 2 business days of discovery of the critical incident
- A completed Critical Incident Report Form, a complete summary of the incident, and the patient’s clinical record must be provided to the Registrar within 30 days of discovery of the critical incident

Interim actions to protect the public

The College will review the reported circumstances of the incident and may consult with the reporting podiatrist or other practitioners to determine the potential for continuing risk of harm to patients. If deemed necessary to protect the public, the College may suspend or place limits on the services provided by a podiatrist or a facility, and where and when relevant may suspend a practice facility’s accreditation.

Other reporting requirements

In addition, podiatrists must comply with all other relevant College and statutory reporting requirements including requirements to report to other government agencies.

CPS-BC Registrar Contact Information		
Phone: 604-986-0403	Fax: 604-986-0399	Email: registrar@collegepodsbc.org
Post/courier: 101 - 850 Harbourside Drive, North Vancouver, B.C. V7P 0A3		

CRITICAL INCIDENT REPORT FORM cont'd

Podiatrist Name _____

Phone _____ Email _____

Podiatrist Address _____

Facility Name _____

Owner(s) _____ Phone _____

Address _____

Date of Surgery (D/M/Y) _____

Procedure(s) performed _____

Sedation Practitioner (if applic) _____

Patient Name _____

Date of birth (D/M/Y) _____ Gender: Male Female

Phone _____ Email _____

Address _____

Present patient status _____

Summary of Incident _____

Recent Travel (past 6 months) _____

Place of Birth (optional) _____

Place of birth may be crucial to determination of an accurate diagnosis

Date Registrar notified (d/m/y) _____

COMPLETE REPORT REQUIREMENTS:

Please confirm that the following required documentation will also be provided to the College:

- A narrative summary by the podiatrist most involved with the case(s) connected to the critical incident, describing the incident, risk factors, outcome, and what if any measures are being taken by the podiatrist and/or facility to help prevent similar incidents from occurring in the future
- A copy of the patient's full clinical record from this facility

Person completing this report form _____

Completed report forms may be sent to the College by email, fax or post/courier

If you have any questions about the collection and use of this information, please contact the College