

Sussex COVID-19 Mass Vaccination incident reporting process V 7.2 (02.03.21) – Adapted with local process added

Incident Occurs

Determine if Routine / Urgent

Sussex LVS Process:

Routine – Limited impact – complete incident form and forward to Systems Vaccination Operations Centre (SVOC) sxccg.svoc@nhs.net

(08:00 – 20:00 availability 7 days a week)

Urgent - Moderate, Significant or Critical Impact – (1 hr response required)

Contact SVOC sxccg.svoc@nhs.net who will escalate to on call director or if out of SVOC hours:

- West Sussex - 07623515396
- Brighton and Hove - 07623515400

Local Process:

Incident Reporter to:

1. Complete electronically on the incident Reporting Form available on the IAS Website
2. Once completed if you have access to Here Datix then please log incident and add Datix number to Incident Reporting Form
3. If you don't have access to Datix then please ensure that one of the Here Site Support Staff completes this on your behalf
4. Send the Incident Reporting Form to sxccg.svoc@nhs.net
 - Please copy in S.Stafford@nhs.net; phalley@nhs.net; Kathryn.steele2@nhs.net; helen.mendoza1@nhs.net
5. Do not complete paper forms and leave at Racecourse

Clinical Lead on-site will escalate to PCN Clinical Directors/Here Board as appropriate