

Incident Reporting

15th & 20th December



**If you are unable to log an incident on Datix,
please call the Patient Safety Team on
EXT 36314, 36316 or 36651**

**Please have the following information about the
person(s) affected ready when reporting to the team.**

This will be either/or:

- Patient's name, date of birth & NHS Number
- Staff name affected, job title and area of work

You will then be asked further information for the team to complete an incident on your behalf.