

**Serious issues reporting form**

**Purpose**

This form is to be used by all training stakeholders when reporting a serious issue to ACRRM.

Training stakeholders include but are not limited to: Registrars, Supervisors, Training posts.

**Policy**

All parties involved in training are required to report to ACRRM:

* An error by a registrar or supervisor that is suspected to have caused death or significant injury to a patient
* Criminal activity or suspected criminal activity by a registrar, supervisor or teaching post
* An event (including illness) that significantly affects a registrar’s ability to train
* Any actions by a registrar, supervisor, or employee of a training post likely to bring the College into disrepute

**Details of serious issue**

Please indicate what the incident relates to:

Registrar  Accredited Training Post  Accredited Supervisor

Other (if other, please detail below)

Name of person(s)/organisation(s) involved:

Date issue occurred:

**Brief description of serious issue:**

**Please describe what actions have been taken:**

**Who has this issue been reported to:**

Name:

Position Title:

Contact details:

**Please outline the management plan to be implemented:**

**Reported to ACRRM by:**

Name:

Position Title:

Contact details:

Completed forms to be sent ACRRM Director of Training at [training@acrrm.org.au](mailto:training@acrrm.org.au)