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| **Subject: HSE National Patient Safety Alert (NPSA) Updates**  **Report to:** [Senior Accountable Officer / Clinical Director / Local Quality & Safety Committee (or equivalent)] |
| **Timeframe:** [Q1/Q2/Q3/Q4 Year]  **Date:** |
| **Service Name:** |
| **Completed By:** |
|  |

1. **Background**

HSE NPSAs are high priority communications in relation to patient safety issues, which requires HSE services and HSE funded agencies to take specific action(s) within an identified timeframe, in order to reduce the risk of occurrence or recurrence of patient safety incidents that have the potential to cause harm. HSE NPSAs are issued by the HSE in conjunction with relevant stakeholders (subject matter experts, patient representatives, clinical and academic experts)

HSE NPSAs are disseminated to each service through the HSE QPS e-Alert System through HSE NPSA Officers. HSE NPSA will also be freely available to access and download through the online resource Patient Safety Together: learning, sharing and improving.

Each HSE and HSE funded service take the following steps:

1. Through the e-Alert system the HSE NPSA Officer acknowledges receipt of the alerts and signs off as required.
2. Disseminates the alerts within their service and monitors progress against completion
3. Records evidence of completion on an internal database (optional)

Overdue HSE NPSAs should receive internal oversight and management through local Quality and Safety Committee’s (or equivalent) and as escalated as appropriate. It is essential that all areas respond appropriately and within the set timescales to HSE NPSAs.

1. **HSE National Patient Safety Alerts Issued**

During [Insert time frame] there were [insert no.] of HSE NPSAs issued

Number of HSE NPSAs closed:

Number of HSE NPSAs overdue for closure (see section 3):

Number of HSE NPSAs actions included on Risk Register (see section 4):

List of HSE NPSAs issued during [insert time frame here] including priority ranking, dates of issue, due date for completion and progress status:

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| --- | --- | --- | --- | --- |
| Title of HSE NPSA | Priority ranking | Date of issue | Due date for completion | Progress status (open, closed) |
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1. **HSE National Patient Safety Alerts Status**

There are currently [insert number] open HSE NPSAs overdue.

Where overdue closure of HSE NPSAs exist within the service please give details here of reasons for delay, outstanding actions and current progress.

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| HSE NPSA reference | HSE NPSA title | Issue date | Deadline | Reason for delay in closure | Outstanding action | Progress | Estimated date of closure |
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1. **HSE National Patient Safety Alerts monitored through the Risk Register**

Where an action plan is in place to address HSE NPSAs recommendations but the deadline for the alert has expired, the action plan is tracked via the risk register.

Give details here of HSE NPSAs included on the Risk Register

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| --- | --- | --- | --- | --- |
| Title of HSE NPSA | HSE NPSA recommendations | Risk Register reference number | Date added to Risk Register | Risk rating applied |
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