

# Reporting Fatigue in RiskMan – Medical

## Factsheet 6

### Step 1: Identifying fatigue hazards

Individual Medical Officers should self-assess their fatigue risk on all work shifts using level 2 +/- level 3 of the Defences in Depth model.

If you self-assess as having a fatigue risk as moderate or above, on either of these levels, you should follow the appropriate controls, including reporting this to your Clinical/Unit Director and recording the fatigue hazard in RiskMan. In the Incident Entry form, under the heading 'Who Was Affected?' select 'Non-Individual / Environment'. The next box on the form populates with the heading 'Type of Incident'. Select 'Human and workplace factors' as the 'Classification' and 'Fatigue' as the 'Issue'

The screenshot shows a form with the following fields:

- Who Was Affected?** (Red header): The subject affected is a... \* Non-Individual / Environment
- Type of Incident** (Red header):
  - Classification \* Human and workplace factors
  - Primary incident type \* Human and workplace factors
- Human and Workplace Factors** (Section header):
  - Issue \* Fatigue

The form will then populate with questions related to fatigue. Depending on the circumstances, record against the measure that is relevant to you.

For example, if you have completed the Level 2 assessment and the Individual Fatigue Likelihood Score rates as moderate or above, record these measurements in the relevant boxes.

You do not need to enter text into all of the boxes (only yellow fields are mandatory) – only enter details relevant to the particular situation.

After you have finished, make sure to click 'Submit' at the bottom of the form.

The screenshot shows the 'Fatigue' section of the form with the following fields:

- Fatigue** (Red header)
- What was the actual length of the shift?  Fatigue risk level
- Hours of sleep in prior 24 hours
- Hours of sleep in prior 48 hours
- Hours awake
- Fatigue likelihood score  Fatigue risk
- Level of fatigue  Fatigue score
- What caused the fatigue?
- Hours on call
- Number of phone calls taken
- Number of call outs
- Did a fatigue related incident or near miss occur?  Yes  No
- Did the worker continue working?  Yes  No
- When was the workers supervisor notified of the fatigue risk?  When reported  Later on same day  Other

## Step 2: Identifying fatigue-related incidents

All clinical incidents, whether relating to fatigue or not, should be recorded in RiskMan using the Incident Entry Form. This includes incidents relating to patients or clients, incidents relating to relatives or visitors and incidents relating to workers.

If you believe that fatigue was a factor in the incident, you should record this under the 'Details' heading. Explicitly using the word 'fatigue' will help with current report-generation mechanisms.

For example, if you were driving home from work and felt sleepy whilst at the wheel, you should record this as an incident relating to 'Worker' (i.e. yourself) under the 'Classification' heading of 'Journey'.

Example

*Fatigue – while driving home I was struggling to stay awake after my night shift.*

Or if you sustained a needle stick injury and you believe that a contributing factor was that you are tired and unable to concentrate on tasks, you should record this as an incident relating to 'Worker' (i.e. yourself) under the 'Classification' heading of 'Biological exposure / needle stick'.

Example

*Sustained a needlestick injury whilst cannulating a patient. I was feeling tired at the end of my run of night shifts, so believe fatigue was a contributing factor to this happening.*

If the incident involved a patient or client, you should record this as an incident relating to 'Patient / Client' and again, record the fatigue element under the 'Details' heading.

### Type of Incident

Classification \*

Primary incident type \*

### What Happened?

Summary \*

Details \*

Action taken at time

Consequences

Likelihood

Risk rating

Were there any witnesses?  Yes  No

Risk score

When reviewing the submitted incident, the manager will highlight that fatigue was a 'Contributing Factor'. Note that this field may only be completed as part of the manager's review and not by the individual user.

My Workspace Management Administration Reports Help Log Out USER: Reviewing Manager (a.manager)

Witness #1 name  
 Witness #2 name  
 Witness #2 email  
 Witness #2 telephone number

**Assessment / Follow Up**

Clinical review / progress notes \* Patient monitored to check for any effects as a result of med change. Referred to treating doctor to potentially review rx change.

**Please identify any factors that may have contributed to this event happening**

Contributing factors \*

Closed on

**Incident Analysis**

**Incident Analysis**

Add Incident Analysis

**Recommendations**

Recommendation required? \*  Yes  No

**Open / Clinical Disclosure**



Clinician disclosure?  Yes  No

Open disclosure  Yes  No

### Step 3: Linking fatigue hazards and fatigue-related incidents

For improved reporting, you may link identified fatigue hazards and any incidents in which fatigue was a contributing factor. You can do this one of two ways:

1. If you are entering the fatigue hazard and incident in RiskMan at the same time, you can complete the Incident Entry form for one aspect and then choose 'Submit and Clone' at the bottom of the page. This will then open a new incident with the details cloned from the current form. The two incidents will also be linked.
2. If you are entering the incidents at different times, you can link records via the 'Entered Incidents' page:

 <p><b>- Link Records</b></p>	<p>Allows you to link two or more records together because they are relevant to each other in some way. Select at least one record by ticking its respective checkbox, and then press this button; to open the Linked Records dialog. From there, you will be able to link the selected record with other from this register.</p>
 <p><b>- Clone &amp; Link</b></p>	<p>Creates a new record based off an existing record. When submitted, those two records will then be linked together. Select the record you wish to clone and link by ticking its respective checkbox, and then press this button.</p>