



Victorian  
Agency for  
**Health  
Information**

Victorian Health Incident  
Management System

# Victorian Health Incident Management System

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## Minimum Dataset

## Background

Over 2018–19, the Victorian Agency for Health Information (VAHI) has developed a new Victorian Health Incident Management System Minimum Dataset (VHIMS MDS) for the collection of clinical, occupational health and safety (OH&S) incidents, near misses and hazards.

The new VHIMS MDS comprises the data items that Victorian public health services will be required to collect and submit to VAHI to support statewide reporting.

VAHI developed the minimum dataset through consultation with Safer Care Victoria, the Department of Health and Human Services (the Department), the Australian Nursing and Midwifery Federation, the Mental Health Complaints Commissioner, the Office of the Chief Psychiatrist, the Victorian Managed Insurance Agency and WorkSafe. VAHI also carried out a review of what is currently being collected in other jurisdictions across Australia.

The VHIMS Analytics Working Group, an advisory group comprised of representatives from Victorian public health services, the Department and Safer Care Victoria also assisted in the development of the VHIMS MDS.

## What will this mean for Victorian public health services?

Victorian public health and community services covered by VHIMS Central arrangements will commence reporting the new VHIMS MDS at the start of the 2019–20 financial year.

A statewide tender is underway to establish a panel of suppliers of incident management and feedback systems for those Victorian public health services not covered by VHIMS Central arrangements, with the panel anticipated to be in place by November 2019.

Health services impacted by the tender arrangements will be required to collect and submit the new VHIMS MDS after they transition to their preferred incident and feedback management systems. This will support VAHI's routine reporting of VHIMS data.

In the interim, until Victorian public health services transition to their new system providers, VAHI will continue to receive the current quarterly VHIMS data extract through the Department's secure data exchange.

## Development of the VHIMS MDS

The purpose of the VHIMS MDS is to improve quality and safety in Victorian public health services through statewide reporting, supporting the roles of the Department and Safer Care Victoria.

A set of guiding principles was used to develop the VHIMS MDS, which looked for relevance, utility, collectability, reliability, applicability and being evidence-based. The starting points for the VHIMS MDS were the 20 fields currently being collected through interim reporting arrangements and fields from the VHIMS2 dataset.

VAHI followed recommendations from stakeholders and the advisory group that requested a strong focus on data items required to monitor trends and support statewide reporting, rather than data items required for individual incident investigation and management.

The VHIMS MDS covers clinical and OH&S incidents. Collection of feedback information will come later.

Once the VHIMS MDS is adopted, it will enable collection of meaningful statewide incident data that will be reported to Victorian public health services. The reports will identify statewide patterns and trends. These data will also inform Safer Care Victoria and the Department in their oversight and monitoring roles. Safer Care Victoria and the Department will work closely with Victorian public health services in considering learnings and areas for improvement.

## The VHIMS MDS

The data items in the VHIMS MDS can be grouped into the following broad categories:

- General incident information
- Who was involved?
- When did it happen?
- Where did it happen?
- What happened?
- Why and how did it happen?
- Actions

Additional fields are required depending on the notification type: clinical incident, occupational health and safety (OH&S) incident, or hazard (non-clinical/non-OH&S incidents) (see Table 1). Data elements are only mandatory where they are relevant for that incident.

In May 2020, a new field was added to capture incidents related to a pandemic/epidemic (e.g. COVID-19).

**Table 1: Data Elements in the Victorian Health Incident Management System Minimum Dataset (VHIMS MDS)**

The following table contains an overview of VHIMS MDS data elements.

Data element	Field type	Rationale for inclusion
<b>Data elements applicable to all incidents</b>		
<b>General incident information</b>		
Incident ID	Number (calculated field)	Unique identifier for each incident. Allows counting of incidents and updating of existing incidents.
Notification type	Calculated field	Calculated based on questions in the 'Who was involved?' section below. Enables clear identification of the type of incident: clinical, OH&S or hazard.
Grouping key	Calculated field	The grouping key will identify related incidents where multiple incident reports were entered on the same incident (e.g. an incident where both a staff member and patient were affected). Enables analysis where multiple people are impacted by a single incident.
Date closed	Date	Enables analysis of how long different groups of incidents are taking to close, potentially showing areas with incomplete investigations or barriers that prevent closing investigations.
Status of incident	Calculated field	Enables monitoring of trends in review and management of incidents.
Is this incident related to a pandemic/epidemic (e.g. COVID-19)?	Yes/No	Enables analysis of incidents related to a pandemic/epidemic.
<b>Who was involved?</b>		
Was a patient/client/resident, staff or visitor harmed either physically or psychologically?	Yes/No	To enable identification of who was harmed by the incident. To enable clear identification of who was injured or harmed by the incident and enable the identification of trends to see how many incidents involved more than one person.
If yes, please indicate who was involved	Multiple value list	
Was a patient/client/resident, staff or visitor <b>nearly</b> harmed either physically or psychologically (i.e. is this a near miss incident)?	Yes/No	Enables identification of a near miss.
If yes, please indicate who was involved (patient/staff/visitor)	Multiple value list	Enables clear identification of who was nearly injured or harmed by the incident and enables identification of trends to see how many incidents involved more than one person.
Does this relate to a hazard or a non-person related event, e.g. medication discrepancies, hazards, IT system/building issues?	Yes/No	To enable identification of hazards and non-person related events.

Table 1: Data Elements in the Victorian Health Incident Management System Minimum Dataset (VHIMS MDS) (con't)

Data element	Field type	Rationale for inclusion
<b>Data elements applicable to all incidents</b>		
<b>When did it happen?</b>		
Incident date	Date	Enables time series reporting and supports analysis of when incidents are occurring.
Incident time	Time	Support analysis of what time of day incidents are occurring.
<b>Where did it happen?</b>		
Organisation	Single value list	Enables identification of the organisation reporting the incident and supports regional analysis of incidents.
Campus	Single value list	Enables identification of the campus where the incident occurred. This will enable analysis at a finer level than health service.
Ward/location	Single value list	Enables assessment of whether there are trends across different locations in health services.
Speciality/Unit	Single value list	Allows grouping of specialities across health services to look for trends relating to specialities not apparent in health service analysis, e.g. statewide investigation into mental health services or aged care.
<b>What happened?</b>		
Brief summary	Free text box	Enables thematic analysis of what happened.
Details	Free text box	Enables thematic analysis of what happened.
Incident type/Event type	Multiple value list	Enables more reliable and accurate analysis using incident type. The VHIMS2 taxonomy for incident classification will be used (25 clinical incident types, 13 OH&S incident types, and 79 non-person or hazard event types). Multiple incident types can be selected but there is no longer a distinction between primary and related incident types.
Incident type sub-categories. For example: <ul style="list-style-type: none"> <li>• Type</li> <li>• Process</li> <li>• Problem</li> </ul>	Single value list	Enables more detailed investigation of specific incident types, such as PINCH medications or cytotoxic procedures. For example, if the incident type was 'skin integrity', the type should be captured from the following: <ul style="list-style-type: none"> <li>• Pressure injury</li> <li>• Skin tear</li> <li>• Wound</li> </ul>
Was an emergency response called	Yes/No	Enables identification of how many incidents resulted in an emergency response.
If yes, type of emergency response	Single value list	Enables identification of what type of emergency responses are called where there is an incident, e.g. analysis of code greys.

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Data element	Field type	Rationale for inclusion
<b>Data elements applicable to all incidents</b>		
<b>Why and how did it happen?</b>		
External notifications	Multiple value list	Enables identification of how many incidents resulted in a notification to another organisation and which organisations are being notified.
Is this incident related to care provided by this organisation? (this question was previously 'Is this a valid clinical incident?')	Yes/No	Allows services to mark incidents that do not relate to care provided by their organisation. This field will enable these clinical incidents to be excluded from analysis.
Is VMIA notifiable?	Yes/No	Enables identification of how many incidents resulted in a VMIA notifiable event, and aligns with the inclusion of the data item 'Is this a WorkSafe notifiable event?'
<b>Actions</b>		
Review type	Multiple value list	Enables monitoring of trends in review and management of incidents.
Review status	Single value list	Enables monitoring of trends in review and management of incidents.

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Data element	Field type	Rationale for inclusion
<b>Additional data elements for clinical incidents only</b>		
Client ID/UR Number	Free text box	
Age	Calculated field	Enables demographic analysis of incidents. Age will be calculated from date of birth, but date of birth will not be viewable as part of the VHIMS MDS.
Gender	Single value list	Enables demographic analysis of incidents.
Level of harm sustained (this field was previously 'Degree of impact')	Single value list	These fields determine the clinical incident severity rating (ISR). ISR is used to group incidents with similar levels of harm and to assess the degree of investigation needed.
Required level of care (this field was previously 'Level of care')	Single value list	
Level of treatment required	Single value list	
Contributing factors	Multiple value list	Allows for the collection of multiple contributing factors. This will enable more reliable reporting on contributing factors, create more insights in root causes and enable identification of trends for both clinical and OH&S incidents.
Was open disclosure conducted?	Single value list	Enables analysis of open disclosure..
Related National Safety and Quality Health Service Standard	Multiple value list	Enables analysis of if incidents related to National Safety and Quality Health Service Standards
Is this one of the following sentinel events? If other, describe other sentinel event.	Single value list Free text box	Enables analysis of sentinel events, for cross referencing with SCV notifications.

Table 1: Data Elements in the Victorian Health Incident Management System Minimum Dataset (VHIMS MDS) (con't)

Data element	Field type	Rationale for inclusion
<b>Additional data elements for OH&amp;S incidents only</b>		
Reporter role	Single value list	Enables demographic analysis of incidents.
Where did the incident occur?	Single value list	Enables analysis of where OH&S incidents are occurring, e.g. at the workplace, when travelling as part of the job, etc.
Level of harm sustained (this field was previously 'Degree of impact')	Single value list	These fields determine the OH&S incident severity rating (ISR). ISR is used to group incidents with similar levels of harm and to assess the degree of investigation needed.
Required level of care (this field was previously 'Level of care')	Single value list	
Actions required (this field was previously 'Level of treatment')	Single value list	
Type of injury	Multiple value list	
Body part	Multiple value list	Where someone was harmed, enables analysis of the type and location of injury.
If other body part, specify	Free text box	
Is this a WorkSafe notifiable event?	Yes/No	Enables identification of how many incidents resulted in a WorkSafe notifiable event.
Preventative/corrective action	Multiple value list	Enables monitoring of trends in review and management of incidents.
Status of preventative/corrective action	Single value list	Monitors the extent to which health services have implemented their intended strategies.
Completion date of preventative/corrective action	Date	Monitors the extent to which health services have implemented their intended strategies.
Reason why preventative/corrective action was not achievable	Free text box	Monitors the extent to which health services have implemented their intended strategies.

Data element	Field type	Rationale for inclusion
<b>Additional data elements for hazards (non-clinical/non-OH&amp;S incidents) only</b>		
Level of impact	Single value list	These fields determine the hazard incident severity rating. ISR is used to group hazards with similar levels of impact and to assess the degree of investigation needed.
Level of disruption to services	Single value list	
Level of intervention required	Single value list	