



Provincial Health Services Authority

## UNUSUAL OCCURRENCE FORM

### CONFIDENTIAL QUALITY ASSURANCE (QA) REVIEW

**Privileged and Confidential. For Quality Assurance Purposes.**

**LOG #** (to be completed by QA)

**Date:**

**Time:**

**Individual / Role  
reporting occurrence:**

**Centre:**

**Signature:**

**or E-Signature**

**Individual(s) Impacted by occurrence:**

☐ Client / Patient

☐ Employee

☐ Volunteer

☐ Visitor

☐ Other (please specify)

**Date of occurrence:**

**Date occurrence reported:**

**Individual(s) impacted by occurrence:**

(Last Name, First Name)

**PHN: (if applicable)**

**Type of Occurrence / Feedback:**

☐ Addendum

☐ Other Reporting Error

☐ Accident

☐ Incident

☐ Near Miss

☐ Compliment

☐ Complaint

☐ Other (please specify)

**If Feedback Received via:**

☐ Telephone

☐ Letter (attach Copy)

☐ Email (attach copy)

☐ In-person

☐ Other (please specify)

**Description of Addendum/ Reporting Error/Occurrence / Incident / Feedback:**

- Describe occurrence including sequence of events preceding the occurrence. Extra space is provided on Pg. 2 of this form
- For addendums/other reporting errors, specify the original report, reason for change (if applicable)

**Action Taken:**

- Describe actions taken to address occurrence/incident/feedback
- for addendums/other reporting errors, specify the changes made to original report in addendum

**Further Follow up Required:**

☐ Yes

☐ No

**If "Yes", outline nature of follow-up:**

**Once complete**

- For all Occurrences/Incidents/Feedback, fax form and any additional information/pages to the **Client Services Centre** at 604.877.6113  
Attention: Client Services Manager, Screening Programs
- For all Addendums/Reporting Errors, scan or save this form and send it to [BreastScreeningQualityAssurance@bccancer.bc.ca](mailto:BreastScreeningQualityAssurance@bccancer.bc.ca).  
Subject Line: Attention QM - Addendum/Report Error

**For Quality Assurance Use Only:**

☐ Entered into PSLS

**Date:**

**Ref No:**

☐ N/A

**Comments:**

**Reviewed by:**

**Date:**

