

Appendix 1: Detailed breakdown of contributory factors by incident type

Contributory Factors	Incident Type								
	Referrals and transfers of patients	Diagnostic	Assessment	Treatment	Medication	Investigation/imaging	Communication	Equipment	Administration
<b>Patient Factors</b>									
Out of area: patient new to area							1		
Self - discharge		1							
Non-disclosure	1								
Pathophysiological factors		6	1	4	2	1		1	1
Disability		1							
Allergy				1	2				
Poor Understanding					1				
<b>Staff Factors</b>									
Failure to follow protocols	4	2	1	14	8		1		
Inadequate skills/knowledge		2			2				
Mistake		11	1	4	4	3			
Distraction/inattention	1	1		2	1	1	1		
Haste								1	
Misread		3			1				
Handwriting					1				
<b>Equipment/medication</b>									
Equipment				1			1	2	

Poor design of equipment	1			3				1	
Medication storage					1				
Lack of Stock				1					
Transfer of care/handovers/Team factors									
High risk/unwell patients	1								
Medications					1				
Investigations		1							
Referrals	4	1	1	4	1	1		1	2
Continuity of care	3	3		7	2				
Staff not aware of patient	2	1	1	1			1		
Between primary and secondary care		1	1		1		1		1
Lack of space for patient	3			9		2			
Staffing levels	2								
Shift pattern			1	1					
Insufficient staff				6		2			
Team factors	3	3	4	5	2	1	1		
Overloaded by work	2	3	1	3	2	1			
Training	1								
Supervision				1	1	1	1		
Service unavailable				1					
Long wait for service	1	2		1					