

### **Reporting All Adverse Events, MR Safety Incidents, or “Near Incidents”**

**PURPOSE:** To set the guidelines for the policy and procedures on the reporting of all adverse events, MR Safety incidents, or “near incidents” that occur in the MR area.

**POLICY:**

1. All adverse events, MR safety incidents, or “near incidents” must be reported to the section manager immediately and the medical director within 24 hours or 1 business day.
2. All adverse events, MR safety incidents, or “near incidents” must be reported to the Office of Risk Management within 24 hours or 1 business day. The Office of Risk Management will determine if event needs to be reported to the FDA via their MedWatch program according to hospital safety policy 6.2
3. All such events must be reported via Hospital Variance Report (Policy 2.22). All details of how and why event occurred must be included in the report.
4. A copy of the Variance should be forwarded to the Radiology Medical Staff.

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