

## Incident Reporting Policies and Protocols

### Project Information

- ◆ Department: Center of Excellence for Applied Epidemiology
- ◆ Unit: Disease Control and Prevention

### OBJECTIVES

In an effort to raise awareness about potential security or safety gaps in an organization and its members, Eastern Mediterranean Public Health Network (EMPHNET) acknowledge the importance of major and minor safety measures and protocols practiced in the working environment as there is an inherent risk of deliberate or accidental exposure. Timely reporting of incidents is essential to mitigate the risk of potential outbreaks and permit a rapid action response.

### REGIONS OF WORK

This project will be implemented in Jordan.

### PROJECT DESCRIPTION

EMPHNET will be collaborating and supporting the Middle East Scientific Institute for Security (MESIS) to conduct situational analyses on current incidence reporting systems in the Hashemite Kingdom of Jordan. Incident reports can raise awareness in the culture of safety and security and can positively contribute to preform critical corrective and preventive actions for variety of threats to safety. It is aimed that the analyses will allow proper identification of reporting procedures gaps which will apply criteria for prioritization preidentified by experts, such as urgency and impact to identify the risk associated with each gap to guide the development of the methodologies and the facility-specific tools.

### BENEFICIARIES

Working members and visitors of any organization.

### PROJECT PHASES

*Incident Reporting Project's* targeted outcome is “Institutionalizing Incidence Reporting Policies and Procedures” which will be met using the following activities:

Phase I – Initial research: background research into policies, procedures regarding incident reporting on the organizational, national, and international level.

Phase II – Facility assessment: thorough analysis of the facility`s existing procedures and reporting templates, in addition to conducting meetings and interviews with facility management on current reporting gaps.

Phase III – Reporting and methodology capture, awareness raising sessions, and system development.

<b>Project Start and End Date</b>	<b>December 1<sup>st</sup>, 2020– February 14<sup>th</sup>, 2021</b>
<b>Partner Organizations</b>	<b>Middle East Scientific Institute for Security-MESIS</b>
<b>Funded by</b>	<b>MESIS</b>
<b>Collaborators</b>	<b>MESIS</b>



## Currently . . .

In Jordan, no national policies or procedures for incident reporting are available. The instructions for the principles of laboratory quality control and improvement for the year 2012 did not mention incident reporting and documentation. Moreover, the infection prevention and control guide in health care institutions issued by the Communicable Diseases Directorate in 2017 did not mention reporting of accidents or any reporting mechanism, however, principles of occupational health were present. Furthermore, different governmental websites and references, such as the Occupational Health Directorate website/MOH do not contain any instructions or systems for dealing with or reporting accidents.

Additionally, there is a tendency in the Jordanian governmental institutions and facilities to neglect minor incidents and/or give preference to deal with them informally.

## What's next . . .

The project aims to promote and benefit from internationally recognized reporting procedures, applying them in one institution as an experiment, amending it as needed, merging it with existing practices, and then evaluating its applicability in other institutions.

Based on the data generated from this project, The National Biosafety and Security Committee will promote the incident reporting system and develop proposed and sustainable solutions to implement incident reporting policies in the relevant institutions, this includes reporting forms development, instructions formulation, and staff training.

At a later stage, a unified and easy-to-use incident reporting form will be prepared to be approved by the various national institutions, in addition to, preparing standard operating procedures (SOPs) for classifying and reporting accidents and corrective actions to make a coordinated response and avoid the recurrence of these accidents.

### **GHD and EMPHNET: Working together for better health**

Global Health Development (GHD) is a regional initiative created to support countries in the Eastern Mediterranean Region strengthen their health systems in response to public health challenges and threats. GHD was initiated to advance the work of the Eastern Mediterranean Public Health Network (EMPHNET) by building coordination mechanisms with Ministries of Health, International Organizations, and other institutions to improve population health outcomes. As an implementing arm to EMPHNET, GHD aligns its strategies with national policies and directions, while serving as a collaborative platform dedicated to support national efforts in promoting public health policies, strategic planning, sustainable financing, resource mobilization, public health programs, and other related services.

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