



# MINISTERIAL DIRECTIVE

## NWT Critical Incident Reporting Guidelines MD 2020-01

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### 1. Background

The *Hospital Insurance and Health and Social Services Administration Act (HIHSSA)* requires that Health and Social Services Authorities notify the Minister of critical incidents or alleged critical incidents and investigate the incident to:

- Review whether or not a critical incident occurred;
- Review factors that may have caused or contributed to a critical incident; and
- Prevent the occurrence of critical incidents in the future.

The NWT Critical Incident Reporting Guidelines (Schedule A) are a supporting document that assist in determining whether a patient or client safety incident would qualify as a critical incident as defined in HIHSSA or an alleged critical incident and the required steps to respond, notify, investigate and submit a report in accordance with HIHSSA legislation and regulations.

### 2. Purpose

This Ministerial Directive requires that all HSSAs follow the attached Guidelines when determining if a safety incident meets the criteria of a critical incident and to ensure compliance with the notification and investigation requirements set in Regulations.

The Guidelines may be amended from time to time under the authority of the Deputy Minister at the recommendation of the Territorial System Quality Committee.

### 3. Exceptions

No exceptions.

#### 4. Definitions

**Health and Social Services Authorities** means the Territorial Health and Social Services Authority and Boards of Management established under HIHSSA.

**Critical incident** means the same definition as in HIHSSA.

**Safety incident** means the same definition as in the NWT Critical Incident Reporting Guidelines.

#### 5. Amendment

The Minister may amend this Directive from time to time.

#### 6. Effective Date

This Directive comes into effect on the date of signature

#### 7. Expiration Date

This Directive is in effect, as amended from time to time, until it is repealed by the Minister.

<original signed by>  
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Diane Thom  
Minister of Health and Social Services

February 6, 2020  
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Date

Schedule A: NWT Critical Incident Reporting Guidelines