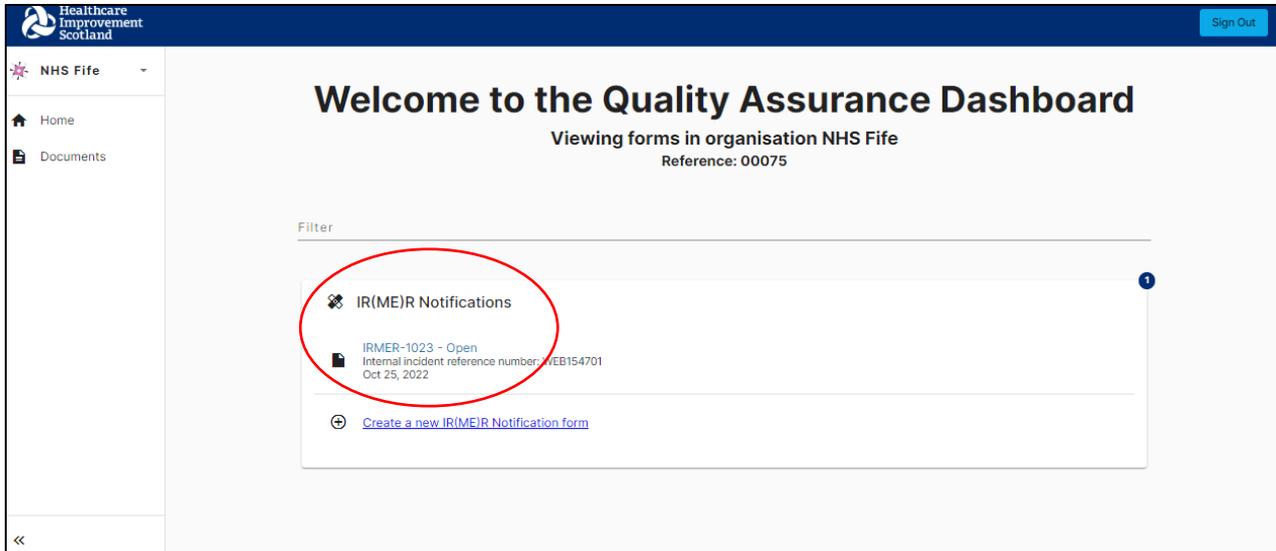
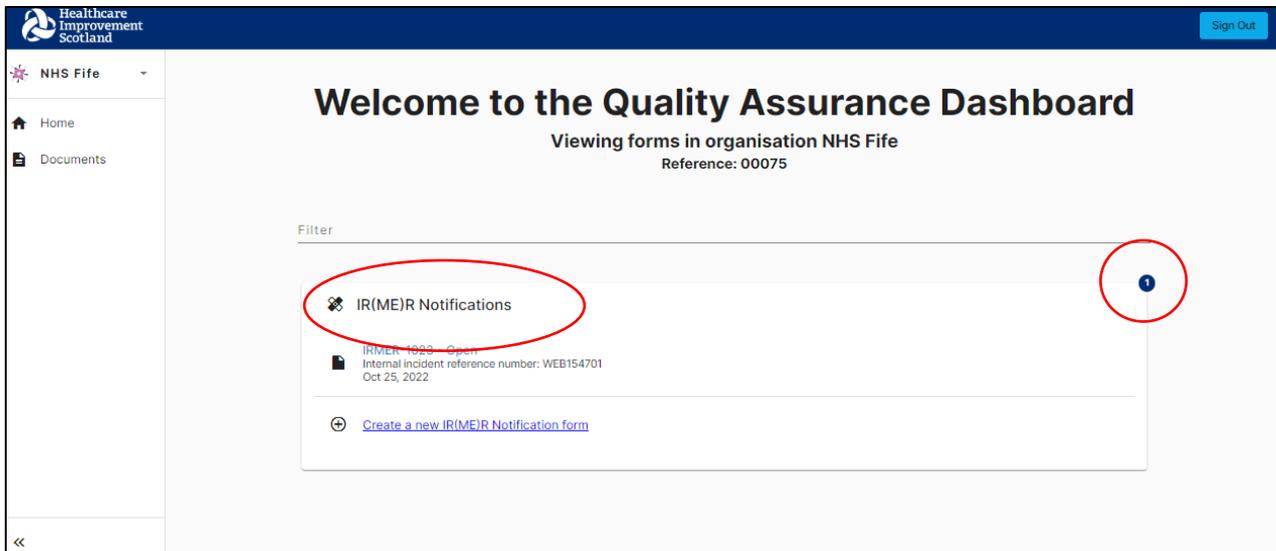


How to upload a notification

Once you are registered with the new [online reporting portal](#) and have created a new password, the next time you log on you should see the following home page.



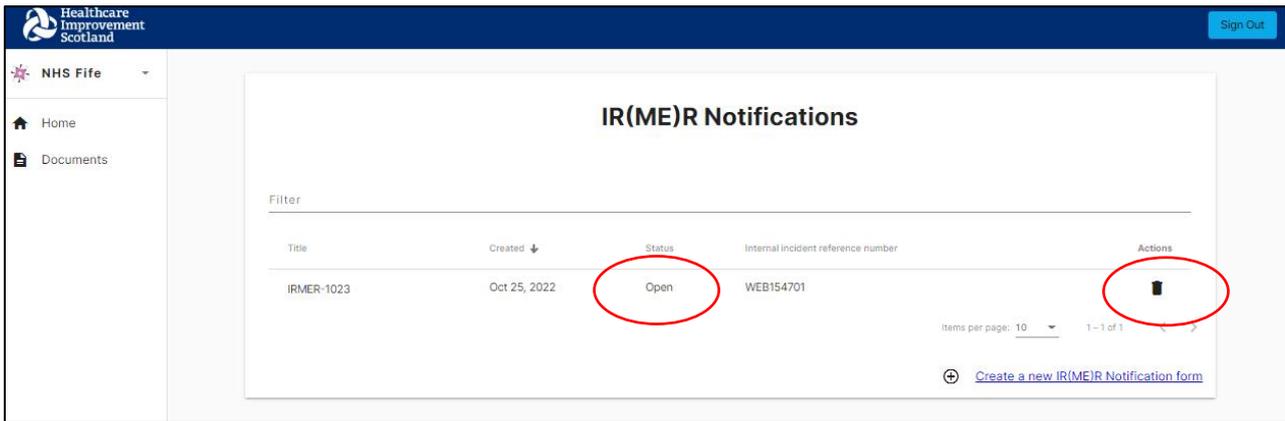
You will see all submissions for the organisation you are registered with – the status of each will be listed. The number to the right is how many notifications assigned to your organisation. To see the full list, select the **IR(ME)R Notifications** heading below.



You can access any submission that is **open or awaiting final report** by clicking on it. All submissions, and the status of each is on the main page.

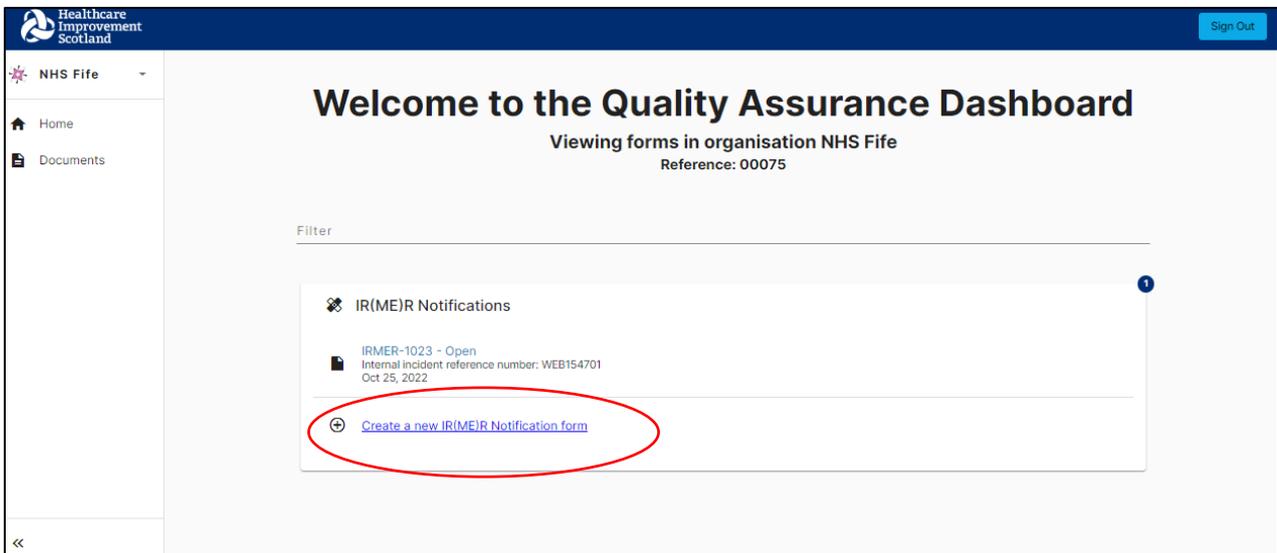
- Open – to be reviewed by IR(ME)R team.
- Awaiting final report – IR(ME)R team have reviewed and awaiting the final report by reporting organisation.
- Submitted – final report submitted by reporting organisation.
- Closed – IR(ME)R team accepted and closed notification.

You can delete any notifications created in error by clicking the dustbin image below from the full list.

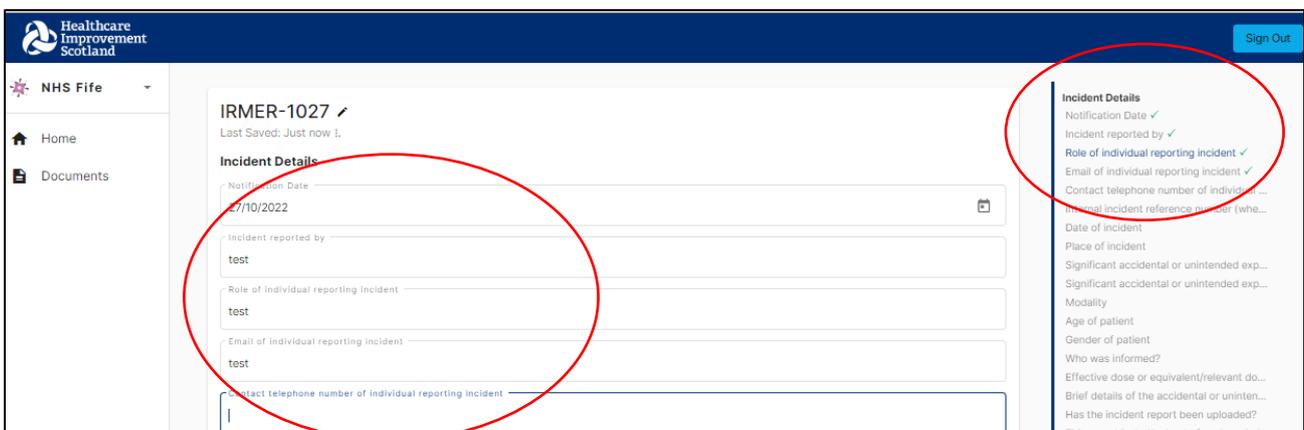


Creating a new submission

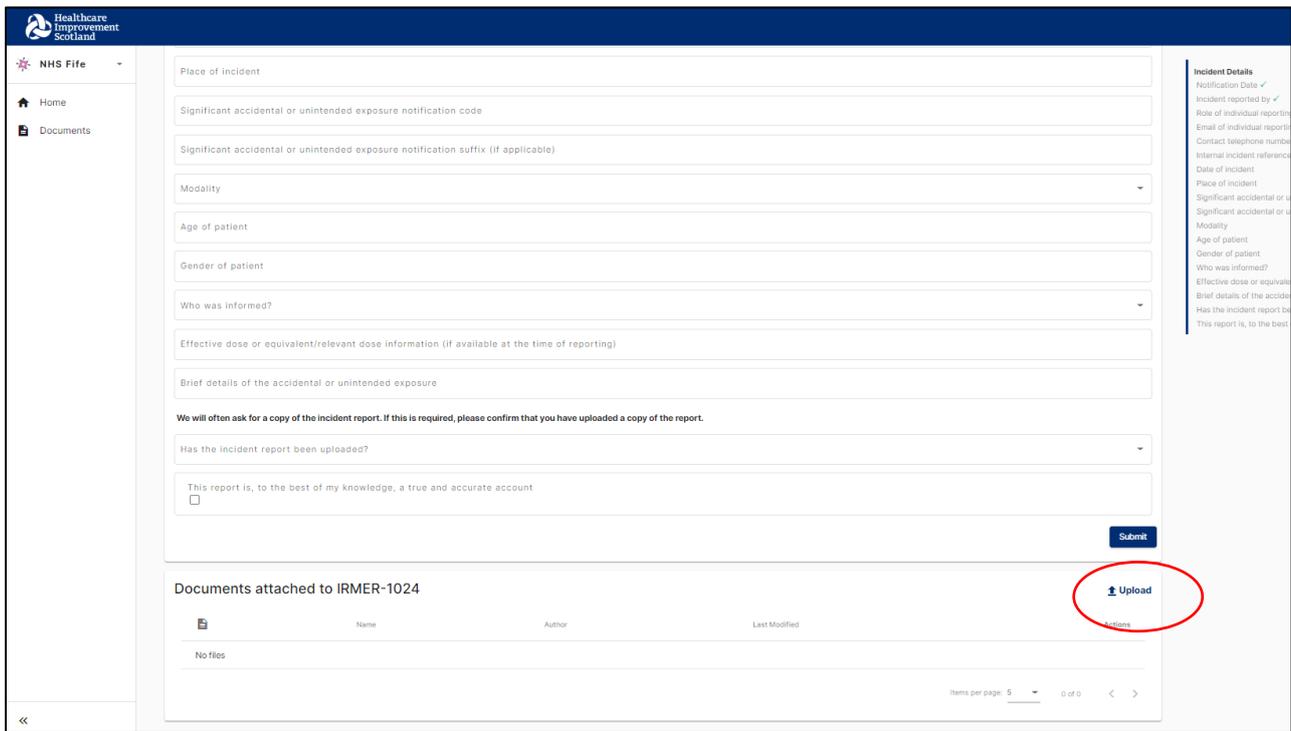
From the home page, click on **Create a new IR(ME)R form**



Work through the form completing all required fields. Green ticks will appear down the right hand side as you work through the form.



Associated documents, such as your final reports or reflections, can be uploaded at the end of the form. Click the **Upload** button and follow the instructions. You can do this at any time as long as the record is **open** or **awaiting final report**. If you can't see the upload button, please contact the team.



Healthcare Improvement Scotland

NHS File

Home Documents

Place of incident

Significant accidental or unintended exposure notification code

Significant accidental or unintended exposure notification suffix (if applicable)

Modality

Age of patient

Gender of patient

Who was informed?

Effective dose or equivalent/relevant dose information (if available at the time of reporting)

Brief details of the accidental or unintended exposure

We will often ask for a copy of the incident report. If this is required, please confirm that you have uploaded a copy of the report.

Has the incident report been uploaded?

This report is, to the best of my knowledge, a true and accurate account

Submit

Incident Details

- Notification Date ✓
- Incident reported by ✓
- Role of individual reporting ✓
- Email of individual reporting ✓
- Contact telephone number ✓
- Internal incident reference ✓
- Date of incident ✓
- Place of incident ✓
- Significant accidental or unintended exposure notification code ✓
- Modality ✓
- Age of patient ✓
- Gender of patient ✓
- Who was informed? ✓
- Effective dose or equivalent/relevant dose information ✓
- Brief details of the accidental or unintended exposure ✓
- Has the incident report been uploaded? ✓
- This report is, to the best of my knowledge, a true and accurate account ✓

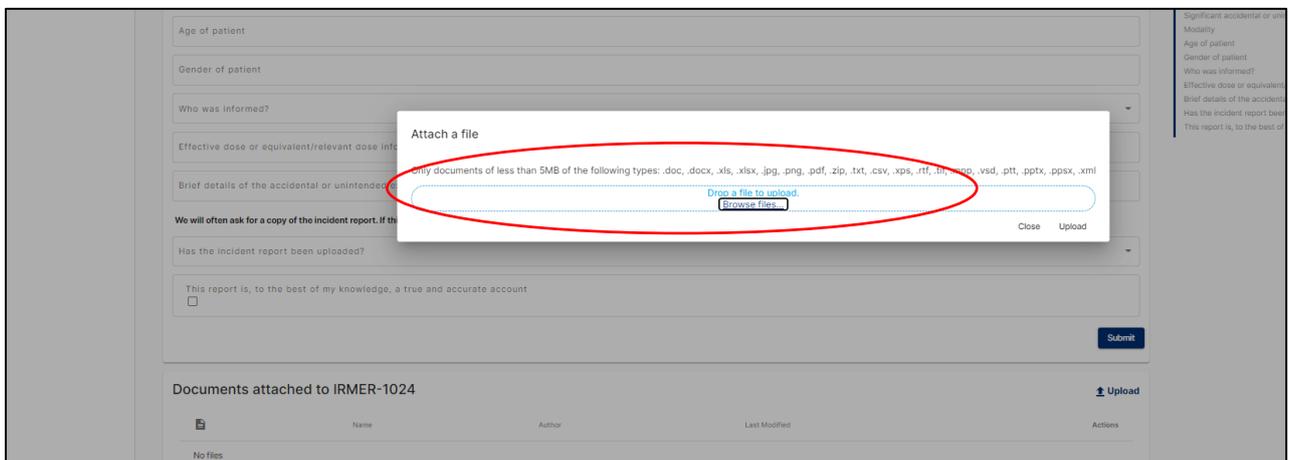
Documents attached to IRMER-1024

Name	Author	Last Modified	Actions
No files			

Items per page: 5 0 of 0 < >

Upload

You can either drag and drop a file into the location, or browse your computer.



Attach a file

Any documents of less than 5MB of the following types: .doc, .docx, .xls, .xlsx, .jpg, .png, .pdf, .zip, .txt, .csv, .xps, .rtf, .tiff, .app, .vsd, .ppt, .pptx, .ppsx, .xml

Drop a file to upload.
Browse files...

Close Upload

Submit

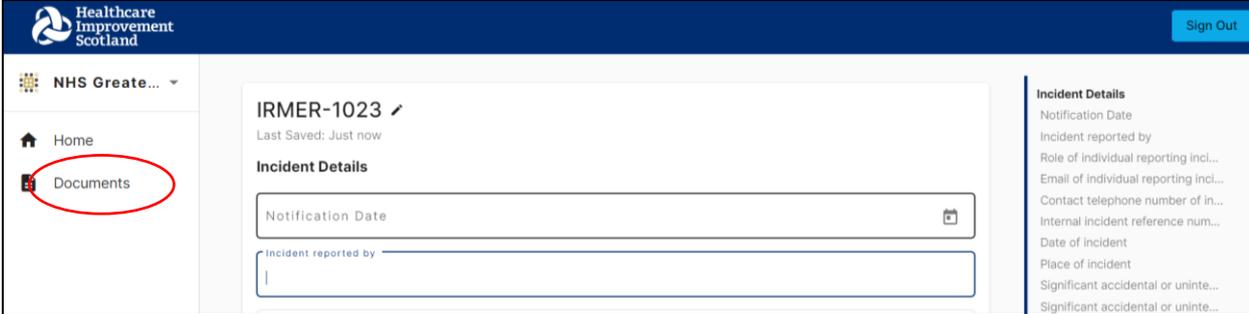
Documents attached to IRMER-1024

Name	Author	Last Modified	Actions
No Files			

Upload

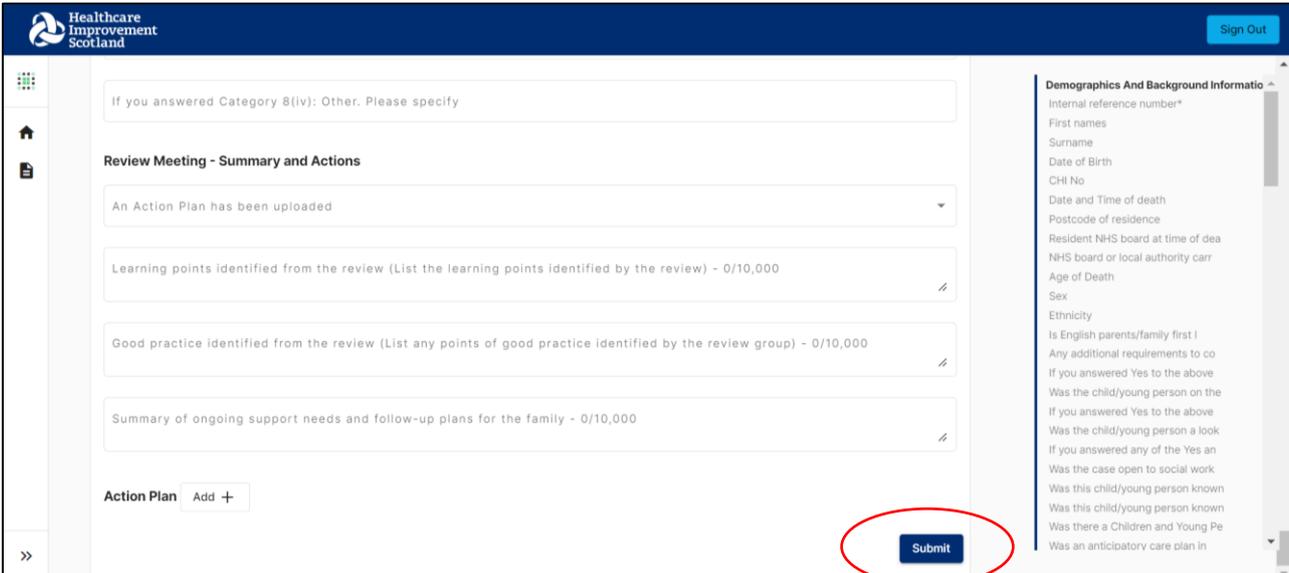
Note: If you want to come back to the submission at a later time, simply close your internet browser. Any completed data will be automatically saved. It will not be submitted to the IR(ME)R team until you hit **Submit** button at the end of the form.

The **Documents** tab under the Home tab relates to documents for your whole organisation. **Any reports added here will not be shown against the relevant notification and should be moved.**

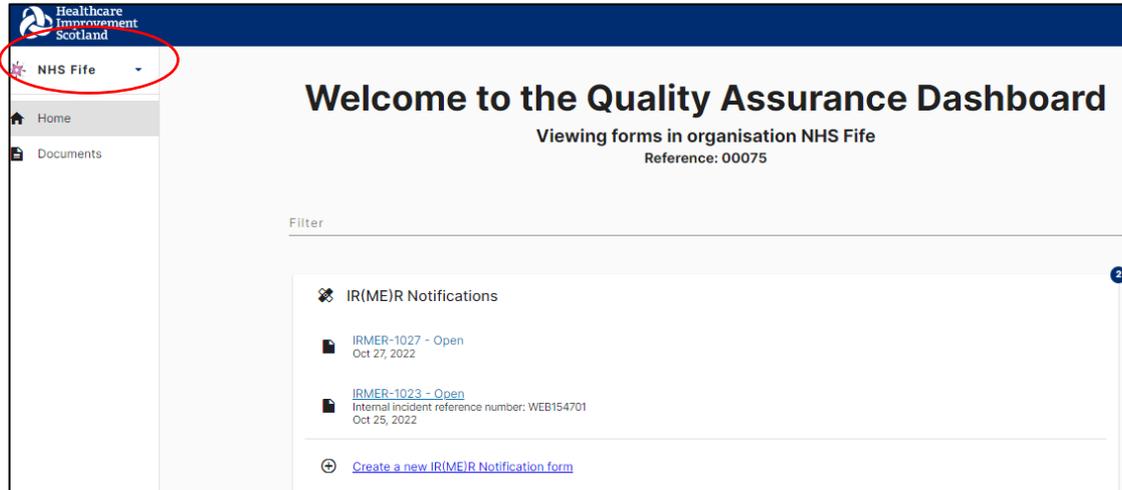


Once you have completed all fields, click **Submit**.

Note: Once submitted, you are only able to view your submission. If you notice an error, please email IR(ME)R team who will open the record up for you to edit. Once changes are made, **Submit** the form again.



If you are registered with more than one organisation, click on the arrow to the right of your organisations name. This will bring up a drop down list of all the organisations you are registered with. Contact the IR(ME)R team if you need to upload a notification for more than one organisation.



Select the home button to take you back to your main page.

The screenshot shows the 'Quality Assurance Dashboard' for NHS Fife. The top navigation bar includes the 'Healthcare Improvement Scotland' logo and a 'Sign Out' button. The left sidebar contains a 'Home' button, which is circled in red, and a 'Documents' section. The main content area is titled 'Welcome to the Quality Assurance Dashboard' and 'Viewing forms in organisation NHS Fife Reference: 00075'. Below this is a 'Filter' section and a box titled 'IR(ME)R Notifications' containing two entries: 'IRMER-1027 - Open' (Oct 27, 2022) and 'IRMER-1023 - Open' (Oct 25, 2022). A link to 'Create a new IR(ME)R Notification form' is also present.