

## How to submit a follow up notification on the RQIA web portal

You may need to submit a Follow up form in respect of an incident. This requirement may either be prompted by a request by RQIA (in which case the Follow Up Required tick box will be automatically populated and you will receive an automated email) or alternatively you can submit this form voluntarily in respect of any 'Ongoing' notification.

1. Select the relevant notification and then use the 'Follow up' button.

The screenshot shows the RQIA web portal interface. At the top, there are radio buttons for 'Open', 'Ongoing', and 'Closed', with 'Ongoing' selected. Below this is a 'Service:' dropdown menu showing 'A new Test Service (020222)'. There are three buttons: 'View', 'Print PDF', and 'Follow up', with the 'Follow up' button highlighted by a red rectangle. Below the buttons is a table with the following data:

Notification Number	Type	SubType	Follow Up Required	Follow Up Submitted	Follow Up Information	Date of Event
<input checked="" type="radio"/> NT160080	A2 Absence	Uncategorised	<input type="checkbox"/>	<input type="checkbox"/>		26/09/2017
<input type="radio"/> NT160077	G2 Injury	G2.1 Fracture (Hip)	<input type="checkbox"/>	<input type="checkbox"/>		25/07/2017
<input type="radio"/> NT160076	G3 Accident	Uncategorised	<input checked="" type="checkbox"/>	<input type="checkbox"/>	test	24/07/2017

2. Input the relevant information into the Form 2 and then click the 'Submit' button.

The screenshot shows the 'Form (2) - Statutory Notification of Events (Follow up)' page. At the top right, it says 'Time remaining: 59:55'. The form title is 'Form (2) - Statutory Notification of Events (Follow up)'. Below the title is a section 'Detail of Follow up action' with three text input fields: 'Notification Number:' (containing 'NT160080'), 'Summary of incident follow up:', 'Lessons learned:', and 'Training needs identified:'. Below this is a section 'Form Completed By' with three text input fields: 'Form Completed By:' (containing 'Captain Nemo'), 'Job Role:', and 'Form Completed On:' (containing '26/09/2017'). At the bottom, there are two buttons: 'Cancel' and 'Submit', with the 'Submit' button highlighted by a red rectangle.

3. The amended incident will then sit within the 'Ongoing' notifications section with the 'Follow up Submitted' tick box selected.

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