# Annex A – SEA report template

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| SEA reference |  |
| Date of SE |  |
| Date of SE meeting |  |
| Title of SE |  |
| Staff present at meeting |  |
| SE raised by / SEA lead |  |

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| What happened? |
| *Describe in detail what actually happened. It is pertinent to include where the incident happened, those involved (Patient X, Dr Y and Nurse Z), how it happened and the consequences of the event.* |

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| Why did it happen? |
| *What were the root causes that led to the event happening (both positive and negative)?* |

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| What could have been done differently? |
| *Consider what, if anything, could have been done differently, which would have led to a more positive outcome or experience.* |

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| What has been learned? |
| *Describe in detail lessons learned. Include information about whole-team and individual learning post-event, including reflection.* |

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| What are the requirements for change? |
| *Describe in detail the agreed requirements for change and how the change will be implemented and subsequently monitored. Where applicable, hyperlink updated policies or protocols to reflect and evidence change.* |

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| What is the overall outcome? |
| *State the outcome of the SEA, which can include: no further action required, training identified, a requirement to audit, best practice identified, etc.* |

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| Outstanding actions? |
| *State any outstanding actions, who is to complete the action/s and the agreed date for completion.* |

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| Signature of SE lead |  |
| Name |  |
| Date |  |
| Signature of practice manager |  |
| Name |  |
| Date |  |