# Annex A – SEA report template

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

|  |
| --- |
| 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.* |

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

|  |
| --- |
| 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.*  |

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

|  |
| --- |
| 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.* |

|  |
| --- |
| 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.* |

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

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