

# Fellowship Support Program

## Significant event analysis template



RACGP

Please ensure that all patient and practice information is de-identified in your submission.

### Identify the incident

#### Brief summary of the incident

Was the patient involved in the incident? Include details of the patient presentation, diagnosis, treatment, and outcome. Include details of any incident that may give rise to a claim for indemnity.

### **Notification**

Who did you notify about the incident? If the patient was involved, how was this communicated to the patient?

### **Investigations**

What investigations were undertaken by you or the practice in relation to the incident?

### **Analysis and action**

Outline what processes were undertaken for the review of the incident and what action was generated following the analysis? What were the suggested learning points/actions? Were there any practice changes or policy changes that were implemented following the incident?

### **Reflection**

On self-reflection of the incident that occurred, what might have you done differently to avoid such an incident? What might you change in your practice to reduce the risk of an incident from re-occurring?