Improvement Academy

Significant Event Audit Template

Patient safety incident: any unintended or unexpected occurrence that could have or did lead to harm.

Significant event: Any event thought by anyone in the team to be significant in the care of patients or the conduct of the practice

SEA is a 5 step process:

1. Awareness and prioritisation of a significant event.
2. Information gathering.
3. Analysis in a team meeting
4. Agree, implement and monitor change.
5. Report, share and review.

Step 1 a– Identify a patient safety incident (remember this can be an error that was prevented from causing harm)

Describe the incident

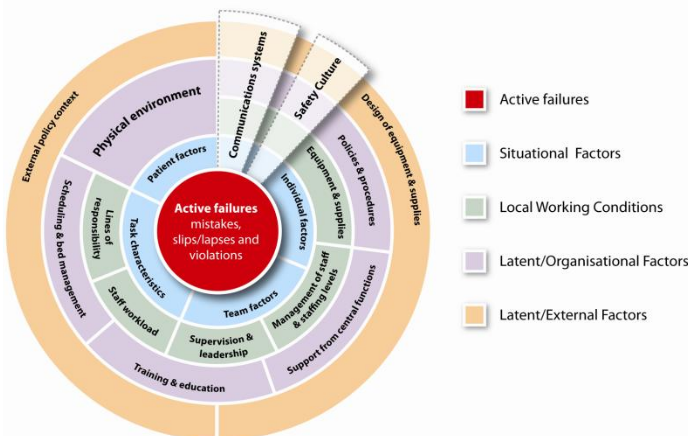
Step 2– Information gathering. Review the patient's notes to describe the background information.

Describe the background, the circumstances surrounding the incident

Step 3– Hold your team meeting to analyse the incident

Date the incident was identified	**Date of the SEA meeting**

Who is at the meeting?	**Is the patient or their carer present?**



Describe the most important of these contributory factors

@improve_academy

Copyright Bradford Teaching Hospitals NHS Foundation Trust

Improvement Academy

Significant Event Audit Template

Describe the lesson from this incident:

Step 4 – agree, implement and monitor change

Action	Which contributing factor does this action address	Who will do it	When will it be done by	How will we know when it's done	Progress	Date this action was completed

Step 5 – Report , Share and Review

Date scanned into Patient records

Date reported to NRLS or CCG

Date shared with patient

Date for review of the effectiveness sustainability of the changes

@improve_academy