



Prompting question	Relevant to Incident?	CONTRIBUTORY FACTOR DOMAIN
		Situational Factors
Did the staff involved function as a team?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Team Factors - For example: <ul style="list-style-type: none"> • Conflicting team goals • Lack of respect for colleagues • Poor delegation • Absence of feedback
On the day of the incident, how did you feel?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Individual Staff Factors - For example: <ul style="list-style-type: none"> • Fatigue • Stress • Rushed • Distraction • Inexperience
Did the task features make the incident more likely?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Task Characteristics - For example: <ul style="list-style-type: none"> • Unfamiliar task • Difficult task • Monotonous task
Were there any reasons this incident was more likely to occur to this particular patient?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Patient Factors - For example: <ul style="list-style-type: none"> • Language barrier • Uncooperative • Complex medical history • Unusual physiology • Intoxicated
Prompting question	Relevant to Incident?	CONTRIBUTORY FACTOR DOMAIN
		Local Working Conditions
Did staff provision match the expected workload around the time of the incident?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Workload & Staffing issues - For example: <ul style="list-style-type: none"> • High unit workload • Insufficient staff • Unable to contact staff • Staff sickness
Did everyone understand their role?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Leadership, Supervision & Roles - example: <ul style="list-style-type: none"> • Inappropriate delegation • Unclear responsibilities • Remote supervision
Were the correct drugs, equipment & supplies available and working properly?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Drugs, Equipment & Supplies - For example: <ul style="list-style-type: none"> • Unavailable drugs • Equipment not working • Inadequate maintenance • No supplies delivery
Prompting question	Relevant to Incident?	CONTRIBUTORY FACTOR DOMAIN
		Latent/Organisational Factors
Did the ward environment hinder your work in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Physical Environment - For example: <ul style="list-style-type: none"> • Poor layout • Lack of space • Excessive noise / heat / cold • Poor visibility (e.g. position of nurses' station) • Poor lighting • Poor access to patient

Were there any problems from other departments?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Support from other departments This includes support from IT, HR, porters, estates or clinical services such as radiology, phlebotomy, pharmacy, biochemistry, blood bank, microbiology, physiotherapy, medical or surgical sub-specialities, theatres, GP, ambulance...
Did any time or bed pressures play a role in the incident?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Scheduling & Bed Management - example: <ul style="list-style-type: none"> • Delay in the provision of care • Transfer to inappropriate ward • Difficulties finding a bed • Lack of out-of-hours support
Were there any issues with staff skill or knowledge?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Staff Training & Education - For example <ul style="list-style-type: none"> • Inadequate training • No protected time for teaching • Training not standardised • No regular/yearly updates
Did local policies & protocols help or hinder?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Local Policies, Protocols & Procedures - e.g. <ul style="list-style-type: none"> • No protocol exists • Protocol too complicated • Lack of standardisation • Contradictory policies exist
Prompting question	Relevant to Incident?	CONTRIBUTORY FACTOR DOMAIN
		Latent/External Factors
Is there any characteristic about the equipment, disposables or drugs used that was unhelpful?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Design of Equipment, Supplies & Drugs - e.g. <ul style="list-style-type: none"> • Confusing equipment design • Equipment not fit for purpose • Similar drug names • Ambiguous labelling & packaging
Have any national policies influenced this incident?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	National Policies - For example: <ul style="list-style-type: none"> • Commissioned resources • National screening policy • Interference by government organisations • National medical / nursing standards • 4 hour Emergency Department target
Prompting question	Relevant to Incident?	CONTRIBUTORY FACTOR DOMAIN
		General Factors
How would you describe the culture of your clinical area in relation to patient safety?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Safety Culture - For example: <ul style="list-style-type: none"> • Patient safety awareness • Fear of documenting errors • Attitude to risk management
Were the notes available, accurate & readable?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	Communication Written and Verbal Communication For example: <ul style="list-style-type: none"> • Poor communication between staff • Handover problems • Lack of communication/notes • Unable to read notes • Inappropriate abbreviations used • Unable to contact correct staff • Notes availability
Did poor or absent verbal communication worsen the situation?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No	