

# Event Debrief

**PURPOSE:** This tool is designed to structure a rapid investigation and review significant occurrences.

**GOALS:**

- Identify defective processes, encourage reflection on actions, learn from and improve those processes, provide care to the team when needed, and to SHARE learnings with others using a standardized format.
- Complete the debrief as soon as possible following the event, ideally prior to the end of the shift.

**Debrief Facilitator:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Debrief Date/Time:** \_\_\_\_\_

**Event Date/Location:** \_\_\_\_\_ **MRN:** \_\_\_\_\_ **Patient Name:** \_\_\_\_\_

**VOICE Number:** \_\_\_\_\_

Debrief Participant	Title	Department

**SITUATION:** Description of event, approximately one or two sentences. (What happened? What was the outcome? How was the event discovered?)

**BACKGROUND:** Provide some background information related to this problem, opportunity or situation.

**ASSESSMENT:** What is your assessment of the current situation, problem or opportunity? Focus on system processes positive and/or negatives; what went well/what could have gone better. (Consider teamwork, staffing, equipment/supplies, communication etc.)

**RECOMMENDATION(S):** Consider immediate interventions to prevent /minimize harm. What action, solution or experiment do you recommend? What are you requesting? Please include an action due date for each action item.

**ADDITIONAL CONSIDERATIONS** (Check all that apply and include details):

- Notify your chain of command? \_\_\_\_\_
- Is there a need to secure equipment, supplies, medical devices, and/or medication? \_\_\_\_\_
- Any patient or family ongoing support needed? \_\_\_\_\_
- Do we need to involve Social Services, Pastoral Care or Patient Liaison? \_\_\_\_\_
- Care for the caregiver? \_\_\_\_\_
- Is there a need for disclosure? \_\_\_\_\_