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| **Guidance:** |
| * This form is designed to promote learning and improvement rather than blame.
* Please complete this reflection honestly to help identify areas for development and system improvement.
* Please feel free to seek support from your clinical supervisor if needed.
* If required, please also discuss this incident as part of professional development and revalidation.
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| **Section 1: Details** |
| **Full Name:****Role:****Ward:****Date of Incident:****Time of Incident:****Location:****Datix Number (if applicable):**  |
| **Brief Description of the Incident:**(Provide a factual and objective summary of what happened) |
| **Type of Error (tick all that apply):**☐ Absconding incident☐ Skin or tissue damage☐ Clinical error☐ Slip, trips or fall ☐ Communication☐ Documentation☐ Information Governance☐ Patient behaviour☐ Visitor behaviour☐ Equipment error☐ Safer people handling☐ Environment☐ Laundry☐ Transport☐ Other (please specify): \_\_\_\_\_\_\_\_ |
| **How was the error identified?**(What did you do once the error was identified?) |
| **Section 2: Reflection Using Gibbs' Reflective Cycle** |
| **1. Description**What happened? Provide a detailed account of the incident. |
| **2. Feelings**What were your thoughts and feelings at the time of the incident and after it occurred? |
| **3. Evaluation**What was good and bad about the experience? What went well, and what could have been improved? |
| **4. Analysis and PSIRF (Patient Safety Incident Response Framework) Considerations**Why do you think the incident happened? Consider factors below, such as workload, environment, communication, or system issues. Click on the check boxes below if a contributory factor applies to the incident and provide a brief explanation next to it.**Tools & Technology:**Characteristics such as:[ ] Usability [ ]  Accessibility [ ]  Familiarity [ ]  Level of automation [ ]  Portability & functionality [ ]  Maintenance (outdated, malfunctioning) **Tasks:**Characteristics such as:[ ] Specific actions within larger work processes [ ]  Includes task attributes such as:  [ ]  Difficulty  [ ]  Complexity  [ ]  Variety  [ ]  Ambiguity  [ ]  Sequence **Person:**[ ]  Individual characteristics such as: [ ]  Psychological Impact (e.g. frustration, stress, burnout)  [ ]  Cognitive factors (attention, memory, confusion)  [ ]  Preferences, personal goals  [ ]  Knowledge, competence, skills  [ ]  Psychological factors (e.g. illness, dehydration)  [ ]  Sequence [ ] Collective characteristics: team cohesiveness **Organisation:**[ ] Structures external to a person (but often put in place by people) that organise time, space, resources and activity [ ]  Within institutions: [ ]  Work schedules / staffing  [ ]  Workload assignment  [ ]  Management and incentive systems  [ ]  Organisational culture (values, commitment, transparency)  [ ]  Training  [ ]  Policies / procedures  [ ]  Resource availability and recruitment [ ] In other settings: [ ]  Work schedules / staffing  [ ]  Workload assignment  [ ]  Management and incentive systems  [ ]  Organisational culture (values, commitment, transparency)  [ ]  Training **Internal Environment:**[ ]  Physical environment such as characteristics of: [ ]  Ambient environment (lighting, noise, vibration, temperature)  [ ]  Physical layout and available space  [ ]  Housekeeping (clutter, organisation of, cleanliness) **External Environment:**[ ]  Societal, economic, regulatory and policy factors outside the organisation  |
| **5. Conclusion**What could have been done differently? What have you learned from the experience? |
| **6. Actions**What steps could you take to prevent a similar incident in the future? What support or training might you need? |
| **Section 3: Support and Feedback** |
| **Was a supportive debrief held?**☐ Yes☐ No |
| **Did you feel supported by your team/manager?**☐ Yes☐ No |
| **How can we support learning from this incident?** |
| **Section 4: Review and Sign-Off** |
| **Completed By (Staff Name):****Date:****Reviewer (Line Manager/Educator):****Date:** |
| **Follow-up Actions/Support Provided:**(Line Manager, Clinical Supervisor, Clinical Educator to complete) |