



CANADIAN INCIDENT ANALYSIS FRAMEWORK

Incident Analysis Report Template

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I. INCIDENT ANALYSIS REPORT TEMPLATE

Report date:

Prepared by:

Incident:

Outcome:

Date of Incident:

File Name (ID):

Type of Incident:

Severity (Outcome):

Date(s) of Analysis Meeting(s) (If applicable):

Program(s)/Unit(s):

Facility:

SUMMARY of Incident [brief description]

BACKGROUND AND CONTEXT [e.g. brief description of care/treatment provided, size of service, how long service has been provided, composition of clinical team, etc.]

SCOPE/TERMS OF REFERENCE

ANALYSIS TEAM

METHODOLOGY [Investigation and Analysis]

Type of analysis (select one)

- » Concise
- » Comprehensive
- » Multi-incident or multi-patient
- » Conducted under legislative framework (e.g. quality of care legislative protection) [check if yes]

SUMMARY OF FINDINGS – [List + brief description]

1. ..
2. ...
3. ...

RECOMMENDED ACTIONS – Prioritized [Include reference to the findings above (e.g. 1.1, 1.2), category of contributing factors (task, equipment, work environment, patient, care team, organization, other), scope (or target area) and risk level]

APPENDICES:

- » Timeline
- » Constellation diagram
- » Full list of recommended actions
- » Implementation plan
- » Evaluation plan
- » Arrangements for shared learning
- » References reviewed (including literature, standards, guidelines)

Adapted from the guide to investigation report writing (National Patient Safety Agency)⁸⁸