On [*insert date*] in accordance with section 21G of the *Health Administration Act* *1982* (the Act), I appointed core members of a serious adverse event review team (“review team”) to undertake a serious adverse event review/s, to consider and determine how the incident(s) occurred; any factors that caused or contributed to the incident(s); and any procedures, practices or systems that could be reviewed for the purposes of a recommendations report(s) for [*insert the incident management* *system incident number*] OR reportable incidents or clinical incidents determined by me to be due to potential serious systemic problems. A copy of the original instrument of appointment is attached.

Given the nature of the incident [insert incident number] and appropriate expertise and/or experience required by the review team to carry out its statutory functions, in accordance with sections 21G and 21H(4) of the Act, I have determined to appoint the following additional members to the review team:

Insert name, title, background, employing organisation (team member)

Insert name, title, background, employing organisation (team member)

Insert name, title, background, employing organisation (team member)

Insert name, title, background, employing organisation (team member)

and to prepare a recommendations report of the SAER in accordance with section 21H of the Act.

A review undertaken in accordance with this appointment shall be privileged in accordance with the terms of Part 2A of the Act*.*

(signed)

Name

Chief Executive

(date)