|  |  |  |  |
| --- | --- | --- | --- |
| **Incident number** |  | **Notification Date** |  |
| **Incident Date** |  | **Facility/Service** |  |
| **Date of meeting** |  | **Time of meeting** |  |
| **Assessors appointed by Chief Executive** |  | | |

This confidential action log can be used to support actions arising from a preliminary risk assessment (PRA).

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| --- | --- | --- | --- |
| **Issue** | **Actions Arising – PRA meeting** | **Person Responsible** | **Due** |
| **1. Incident** |  |  |  |
| **2. Immediate clinical risks** |  |  |  |
| **3. Patient’s healthcare team** |  |  |  |
| **4. Patient, carer and family** |  |  |  |
| **5. Open Disclosure** |  |  |  |
| **6. Staff** |  |  |  |
| **7. Complete RIB** | * RIB Part A to MoH within 24 hours * RIB Part B to MoH within 72 hours or sooner as directed by CE or Ministry of Health |  |  |
| **8. Proposed type of serious adverse event review (SAER)** | *Send copy of PRA report to SAER team following CE authorisation.* |  |  |
| **9. Organisation** |  |  |  |
| **10. Other** |  |  |  |
| For clinical incidents with possible state-wide implications, potential to become a matter of public interest, potential loss of public confidence, or contentious issues, the CE or delegate must immediately contact the MoH and the CE or delegate at the Clinical Excellence Commission. | | | |