

Optional Title

Main Title of document

Version

Month 2021

**Prepared by:**

Contents

[Executive Summary 3](#_Toc83650371)

[Introduction 3](#_Toc83650372)

[Background and Context 3](#_Toc83650373)

[Scope 3](#_Toc83650374)

[Composition of Review/Investigation Team 3](#_Toc83650375)

[Methodology 3](#_Toc83650376)

[Summary of Findings 3](#_Toc83650377)

[Recommended Actions 3](#_Toc83650378)

[Appendices 4](#_Toc83650379)

[References: 4](#_Toc83650380)

# Executive Summary

[For longer reports]

Body text

# Introduction

[Including a summary of adverse event or concern]

# 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. Relevant clinical and treatment issues]

# Scope

[Copy from Terms of Reference]

# Composition of Review/Investigation Team

[As per the Terms of Reference]

# Methodology

[Of the Review/Investigation and Analysis - Sources of information, type of analysis (eg RCA). Specify if conducted under any policy or legislative framework. Include evidence considered and how the evidence was analysed.]

# Summary of Findings

[List with brief description and where there are different interpretations of the facts, on what information did the Reviewers/Investigators rely upon; what standards of care, policies and procedures. Findings should refer to the scope. Include any mitigation factors, any actions taken since the event and any positive features of care given]

# Recommended Actions

[Prioritized, Including reference to the findings above (e.g. 1.1, 1.2)]

# Appendices

[Any additional information to support the findings and/or recommendations]

[May include lists of persons interviewed, evidence collected]

# References:

[If applicable]