
As you complete incident follow please consider the following:

Is the client safe?

- Document actions taken
- Document status of client
- Document any diagnostic testing (blood draws, x-rays, consults)

Are staff or other clients at risk due to this incident?

- Document actions taken to keep others safe

Did disclosure occur?

- Who did you disclose to? Patient or Family?
- Document name, relation and information provided

Is there enough information in the incident report to understand what happened?

- Document persons that you discussed the incident with and brief focus of conversation

Were the policies related to the incident followed?

- Document the policies that are relevant to the incident and any concerns

Are there additional observations that need to be documented?

- Document each action taken in follow-up section

What will you do following closure of this incident? (Examples)

- Incident will be reviewed at staff meeting
 - Will encourage staff to report incidents
 - Will continue to monitor data for trends/tracking
 - Recommend the QIT address concern on a larger scale
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