Significant event analyses (SEA)

Recommendations in facilitating the structured analysis of a significant event

1. **What happened?**
    - Collate and record as much factual information as possible about the event including, for example, what happened, when and where, what was the outcome and who was involved.
    - Record the thoughts and opinions of those involved, including patients and relatives if appropriate, and attempt to form an accurate impression of what happened.

2. **Why did it happen**
    - Ensure the main reasons why the event occurred are fully established and recorded, e.g. was it a failure in a practice system or a failure to adhere to a protocol?
    - Establish the underlying or contributory reasons as to why the event occurred e.g. *why* was there a failure in a practice system or adherence to a protocol?

3. **What has been learned?**
    - Agree and record the main learning issues for the practice team or individual members of the team.
    - Ensure that insight into the event has been established by the practice team or the individual members of the team
    - Ensure that insight into the event has been established by the practice team or the individuals concerned.

4. **What has been changed?**
    - Agree and implement appropriate action in order to minimise the chances of the event recurring, where change is considered to be relevant.
    - Monitor the implementation of any change introduced.

Please rate the level of evidence contained in the SEA report for each of the following

(using the rating scale where 1=Absent and 7=Excellent):

1. The description of what actually happened Comments:	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ Absent Poor Good Excellent
2. The role(s) of all individual(s) involved in the events has been described: Comments:	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ Absent Poor Good Excellent
3. The setting(s) where the event happened has been described: Comments:	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ Absent Poor Good Excellent
4. The underlying reason(s) why the event happened has been described: Comments	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ Absent Poor Good Excellent
5. The impact or potential impact of the event has been described: Comments:	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ Absent Poor Good Excellent
6. Reflection on the event has been demonstrated: Comments:	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ Absent Poor Good Excellent
7. Learning from the event has been demonstrated: Comments:	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ Absent Poor Good Excellent
8. Appropriate action has been taken (where relevant or feasible): Comments:	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ Absent Poor Good Excellent
9. Where possible, appropriate individual(s) have been involved in the analysis of the significant event: Comments:	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ Absent Poor Good Excellent

References

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