# A logo with text on it  AI-generated content may be incorrect.

# Significant Event Analysis Template for General Practice

This template is designed to support general practices in writing up significant events for reflective learning and PCS submission.

**Note:** No identifiable patient/staff information should be submitted as part of PCS

## 1. Event Title

Enter a short, descriptive title (e.g. Missed follow-up of abnormal blood result).

## 2. Date of Event

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 3. Date of Review

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 4. Staff Involved

List staff involved or present at the review (roles only – no names should be included)

## 5. Summary of the Event

Briefly describe what happened. Include enough detail to understand the sequence of events.

## 6. Why this Event was Significant

Explain the clinical, administrative, or patient safety implications.

## 7. Immediate Actions Taken

What was done at the time to resolve the situation or respond to the issue?

## 8. Analysis of What Happened

Explore why it happened. Use a structured method such as the '5 Whys' or root cause analysis.

## 9. Learning Points

What did the team learn? Consider clinical, communication, systems, and documentation lessons.

## 10. Action Plan

List concrete steps to prevent recurrence. Assign responsibilities and timelines.

## 11. Reflections

Reflect on how this event will impact future practice. Include personal or team reflections.

## 12. References (if applicable)

Include any relevant guidelines, frameworks, or professional references.