**Chronology template**

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| Incident Number |  |
| STEIS Reference Number |  |
| NHS or ID number, if available, of person who the incident relates |  |
| Patient’s GP practice |  |
| Date/time/location of the incident |  / / |
| Date patient admitted to ward/ onto district caseload |  |
| Incident type |  |
| Diagnosis if relevant to the incident |  |
| Name and job role of person completing the chronology |  |
| Event date & time | Event- what actually happened | Missing information/gaps | Good practice identified | Problems identified |
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| Additional comments and information: |
| SUMMARISE BY LOOKING AT THE POSSIBLE CAUSAL FACTORSPatient factors: Task factors:Communication factors:Team and social factors:Education and training:Equipment and resource factors:Working condition factors:Organisational and management factors: |