**Chronology template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Additional comments and information: | | | | |
| SUMMARISE BY LOOKING AT THE POSSIBLE CAUSAL FACTORS  Patient factors:  Task factors:  Communication factors:  Team and social factors:  Education and training:  Equipment and resource factors:  Working condition factors:  Organisational and management factors: | | | | |