**RCA report & action plan**

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| **Brief incident description** |  | | | |
| **Incident date** |  | | | |
| **Incident type** |  | | | |
| **Healthcare specialty** |  | | | |
| **Actual effect on patient and/or service** |  | | | |
| **Actual severity of incident** |  | | | |
| **Level of investigation conducted** |  | | | |
| **Involvement and support of the patient and/or relatives** |  | | | |
| **Detection of the incident** |  | | | |
| **Care and service delivery problems** |  | | | |
| **Contributory factors** |  | | | |
| **Root causes** |  | | | |
| **Lessons learned** |  | | | |
| **Recommendations** |  | | | |
| **Arrangements for sharing learning** |  | | | |
| **Recommendation** | **Action** | **By when** | **By who** | **How we will know improvements have been made?** |
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