**Appendix 14**

**Staff – Incident De-Brief**

Aim: To ensure staff are supported through group or individual debrief, following an incident. Format below to be used as a prompt.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Incident |  | Date of debrief |  |
| Ward/Unit |  | Format/Group or Individual |  |
| Staff Involved | Staff present at debrief |
|  |  |
| Discuss Incident, timeline and events that occurred. (Involve and encourage participation from everyone present). |
|  |
| Encourage staff to reflect on incident. (How did you feel? What did you feel at the time? How do you think the service user feels? |
|  |
| Analysis - what went well?  |
|  |
| Analysis – is there anything we could have done differently? |
|  |
| Actions – what needs to happen next, and who will lead? are Care plans/risk management plans updated and in place, are all staff aware of any changes to care? |
|  |

Name of Lead for Debrief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_