**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.

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| --- | --- | --- | --- |
| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_