**ACTION CARD**

# Appendix B - SBAR Report

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| **SBAR Report – Complete When Escalating Incident to Bronze/Silver/Gold** | | |
| Situation | Describe situation that has occurred. |  |
| Background | Explain background/history of incident and impact on services / patient safety |  |
| Assessment | Confirm your understanding of issues involved |  |
| Recommendation | Explain needs, expectations and what you would like to happen |  |
|  | **Ask receiver to repeat information to ensure understanding** |  |