

# Appendix S - Hot Debrief Template

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| Name of facilitator: |  |
| Attendees: |  |
| Apologies: |  |
| Date |  |

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| Brief overview of incident:  IR1 Number (if appropriate) |

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| Debrief / Review Questions |
| What went well?   * Was there a planned response? * Was the response followed different from the planned response/policy? |
| What went not so well? |
| Did you identify any new risks or threats? |
| Are there any opportunities to improve?   * With the benefit of hindsight - what could have been done differently/better? * Does anything need to be changed to improve future responses? |

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| Lessons Identified |
| Lesson identified:  Actioned by:  Date to be completed: |

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| Lessons Identified (duplicate if required) |
| Lesson identified:  Actioned by:  Date to be completed: |

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| --- |
| Lessons Identified (duplicate if required) |
| Lesson identified:  Actioned by:  Date to be completed: |

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| Any Additional Support Required | | |
| Debrief Support | Patient Wellbeing Support | Staff Wellbeing Support |
| Cold Debrief 🗌  Psychological Debrief 🗌  Debrief support from outside the team (i.e. PMVA, Resuscitation Officer) 🗌 | Patient debrief 🗌  Carer support 🗌  Spiritual Care Team 🗌 | Wellbeing and HR Team 🗌  Spiritual Care Team 🗌  Health and Safety Team 🗌  Culture and Improvement 🗌 |

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| Remember these GROUND RULES | | |
| Leave hierarchy at the door | Everyone may contribute & everyone’s contribution should be respected |
| The purpose is to learn | No blame, discussing potential mistakes made should not lead to blame |
| Everyone may have a different truth to share of the same event | Contributions should be through what people know, feel & believe |
| Make no assumptions, be open and honest | Respect time pressures but all must be fully present (i.e. phones to silent) |

***\*Closure – explain next steps, share the template with all present, signpost to additional help if required.***

**Completed templates are to be emailed to <insert email address>**