

Divisional Initial Case Review

Steis Reference:

Patient:

Hospital Number:

Date of Incident:

Type of Incident:

Datix Ref:

Site:

Name of investigator:

Date & Time of review

Date escalated:

Methodology used (timeline review/process gap analysis/other...)

Investigating Incidents, Complaints and Claims Policy Appendix 9 – Initial Case Review Form		
WAHT-CG-009a9	Page 1 of 4	Policy Version 4.3

Brief Summary of the case:

(use appropriate headings relevant to the event)

Background.

Event

Areas for further investigation:

Investigating Incidents, Complaints and Claims Policy Appendix 9 – Initial Case Review Form		
WAHT-CG-009a9	Page 2 of 4	Policy Version 4.3

Grade of care provided:

- A: Good practice – A standard of care you would accept for yourself
- B: Room for improvement – Aspects of clinical care that could have been better
- C: Room for improvement – Aspects of organisational care that could have been better
- D: Room for improvement – aspects of clinical and organisational care that could have been better
- E: Less than satisfactory – Several aspects of clinical and/or organisational care that were well below satisfactory

If Y please detail:

Immediate remedial action required Y N

Duty of Candour

Harm level:

What communication has occurred with patient/family:

If harm level Moderate or above has this been followed up in writing? Y N

Further investigation required: Y N

If Y: SI PSC Local Review External review

(must be discussed and agreed with PST before completing)

Investigating Incidents, Complaints and Claims Policy		
Appendix 9 – Initial Case Review Form		
WAHT-CG-009a9	Page 3 of 4	Policy Version 4.3

Does this incident link to a registered risk (To be completed by Governance Co-Ordinator) Y/N

If Yes

Risk title:

Level of risk:

Latest date risk reviewed: