

**Appendix A**

**Initial Investigation Report (IIR) - STRICTLY CONFIDENTIAL**

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| **Patient Details** |  |
| **Date of Birth** |  |
| **GP Practice Details** |  |
| **Date of Admission** |  |
| **Date of Death / Discharge** |  |
| **Details of Incident** |  |
| **SFT Datix Incident No.** |  |
| **Date of Incident** |  |
| **Date confirmed as SI** |  |
| **Location(area) of Incident** |  |
| **Directorate**  **CSC** |  |
| **Description**  **(Why this is a SI)** | . |
| **Apparent outcome of incident** | . |
| **Description of what happened (including reason for admission and**  **brief account of events leading up to incident)** |  |
| **Immediate action taken** |  |
| **Actions taken following initial review** |  |
| **Patient and Carer involvement (Duty of**  **Candour)** |  |
| **Name and designation of person(s) completing this report** |  |
| **Date** |  |

AUTHOR : HEAD OF RISK MANAGEMENT DATE OF NEXT REVIEW: AUGUST 2021

SERIOUS INCIDENT REQUIRING INVESTIGATION POLICY

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VERSION 2.0

AUGUST 2018