SBAR Communication Tool

[Project Name]

*Purpose of document*

* *To summarise the* ***situation (S)*** *or problem that is needing to be addressed*
* *To provide* ***background (B)*** */ history and what has led to the current situation*
* *To evidence the* ***assessment (A)*** *undertaken of the situation and the results of this assessment that are being presented for consideration*
* *To give a* ***recommendation (R)*** *of the next steps / solution required to resolve the situation*

Approvals

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s)** | **Date signed** |
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|  |  |  |

Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version number** | **Description of version change** | **Date** | **Author** |
| *e.g. v0.1* | *Initial draft* | *DD/MM/YYYY* | *Name* |
|  |  |  |  |
|  |  |  |  |

# Situation

# Background

# Assessment

# Recommendation