

**Template for Departmental/Local Review**

**Salisbury NHS Foundation Trust  
 Departmental/Local Review/Complaint  
 Incident Investigation:**

Date of Incident/Complaint	
Specialty	
Incident Number	
Severity of Incident/Complaint	
Type of Incident/Complaint	
Date of report	

**1. Summary of Incident/Complaint:**

**2. Investigation Process** – methods used, who was involved/present at review meeting etc

**3. Involvement and support of patients and relatives**

**Sequence of Events**

**4. Care and service delivery problems**

**5. Contributory factors**

**6. Root causes**

**7. Lessons learnt**

**8. Immediate Actions Taken** – *if there were any*

**9. Conclusion:**

**10. Recommendations**

1. Person Responsible:

**Completion Date:**

Evaluation Method:

2. Person Responsible:

**Completion Date:**

Evaluation Method: