

Step Three: Reflection, Action & Improvement

A. Please describe any Actions/Improvements made DURING the review (e.g. updated coding, reviewed prescribing)

B. What do you plan to do NEXT as a result of the trigger review findings? Use the 'priority' scores as a guide if relevant. Tick as many action boxes below as appropriate for each detected incident. Write a brief description of the planned actions or add any actions not covered by the suggestions below.

Specific Actions	1	2	3	4	5	Please describe:
Significant event analysis	<input type="checkbox"/>					
Audit	<input type="checkbox"/>					
PDSA Cycle	<input type="checkbox"/>					
Feed back to colleagues/GP Trainer	<input type="checkbox"/>					
Make a specific improvement(s)	<input type="checkbox"/>					
Add to Appraisal documentation	<input type="checkbox"/>					
Submit a formal incident report	<input type="checkbox"/>					
Update or develop a protocol	<input type="checkbox"/>					

C. Please describe identified Personal, Professional or Practice Team Learning Needs:

Personal:

Professional:

Practice Team:

Please add any comments about the trigger review process

Approximately what length of time (in hours) did the review and completing this report take? minutes