### Significant event audit – structured reflective template

Requirement: one for each significant event

|  |  |
| --- | --- |
| Date of significant event: |  |
| Description of events: | |
|  | |
| What went well? | |
|  | |
| What could have been done better? | |
|  | |
| What changes have been agreed?  Personally: | |
|  | |
| For the team: | |
|  | |
| Final outcome after discussion at appraisal (complete at appraisal, considering how your outcome will improve patient care): | |
|  | |