

## Shareable learning template

Please use the guidance document when completing this template.

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| Event type What has this learning originated from? (for example: adverse event, complaint, local review):Speciality: Key words: Date of publication/approval: Click or tap to enter a date. |

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| What happened?A summary of the event to provide context to the learning: Factors that may have contributed to event (both during and prior): |

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| What went wellPlease detail any good practice followed prior to, or, during the event: |

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| What have we learnedDescribe what has been immediately implemented following the event, including actions taken/changes made to reduce the potential of future harm or reoccurrence: Detail what improvements/recommendations are to be implemented:Is there any learning for wider sharing across the board/nationally? |

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| Distribution list List who the document has been shared with and the dates of sharing from within the organisation:List who this document has been shared with out with the organisation: |

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| Learning summary approvalSignature and date: |