



East Midlands Strategic Clinical Network

Learning and Root Cause Analysis Tool for Cytotoxic Chemotherapy Incidents

This has been developed to enable individuals to have a formal process of learning from chemotherapy incidents that they have been involved in. You should complete this form in conjunction with your line manager.

For every chemotherapy incident identified as a medication incident you will be required to complete this in conjunction with the RCA for medication incidents.

Name:
Mentor:
Clinical Area:

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Written By: Emma Mills	Authorised By: EM Chemo Group	Page Number: 1
Issue Number :1	Website Check www.eastmidlandscancernetwork.nhs.uk for latest version	

This document has three distinct parts;

Part A is for you to write a factual statement about the incident and will be kept by your manager with the relevant incident form.

Part B is an informal learning tool for you to reflect on the incident and to discuss any issues with your manager – this is for you to keep.

Part C is an action plan that arises from the incident and will be kept as part of the formal documentation for the appraisal process.

There are several hints and suggestions in each part of the document to assist you with the above process. These are only guidelines and do not have to be followed exactly as set out.

THE LEARNING CYCLE

Stage 1

Drug administration incident



Document Code: EMCN-DC-0003-15	Date of issue: November 2015	Review Date November 2017
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Issue Number :1	Website Check www.eastmidlandscancernetwork.nhs.uk latest version	

Stage 4

Planning the next steps

Stage 2

Reviewing the incident



Stage 3

Concluding the experience

Part A – Formal statement of the incident

Write a detailed account of what happened before, during and after the incident.

Returning to the situation

- What exactly occurred in your words? (state facts only not feelings)
- What did you see?
- What did you do?
- What were the consequences of your actions for yourself, the patient, visitors, your colleagues?
- What did other people do? e.g. colleague, patient, visitor

(Write your statement here)

Document Code: EMCN-DC-0003-15	Date of issue: November 2015	Review Date November 2017
Written By: Emma Mills	Authorised By: EM Chemo Group	Page Number: 3
Issue Number :1	Website Check www.eastmidlandscancernetwork.nhs.uk for latest version	

Sig. of person completing form Date
.....

Reviewed byDate
.....

(Continue on another sheet if necessary)

Part B – Reflection on the incident (To be completed within one week of the incident and kept by the individual practitioner. It may be used in discussion with manager).

Write a reflective account of the events leading up to, during and after the incident.

Reflecting on the incident

- What was I trying to achieve? Why did I act as I did?
- What internal/external factors influenced my decision making or actions?
- What sources of knowledge did or should have influenced my decision making actions?

Document Code: EMCN-DC-0003-15	Date of issue: November 2015	Review Date November 2017
Written By: Emma Mills	Authorised By: EM Chemo Group	Page Number: 4
Issue Number :1	Website Check www.eastmidlandscancernetwork.nhs.uk latest version	

- What were my feelings at the time?
- What are my feelings now? are there differences? – Why?
- What were the effects of what I did (or did not do)?
- What 'good' emerged from the situation, eg self / others?
- What troubles me now? If anything.
- Could I have dealt better with the situation?

 (Write your reflection here)

Date you completed reflection.....
 (Continue on another sheet if necessary)

Part C – Action plan arising out of the incident (To be kept by manager with appraisal documentation)

List your learning points from the incident, with an action plan of what you need to concentrate on or do differently as a result.

Looking to the future

- What needs to happen to alter the situation?
- What are you going to do about the situation?
- What happens if you decide not to alter anything?

Document Code: EMCN-DC-0003-15	Date of issue: November 2015	Review Date November 2017
Written By: Emma Mills	Authorised By: EM Chemo Group	Page Number: 5
Issue Number :1	Website Check www.eastmidlandscancernetwork.nhs.uk for latest version	

- What information do you need to face a similar situation again?
- What are your best ways of getting further information about the situation should it arise again?
- Have I taken effective action to support myself and others as a result of this experience?
- Identify anything that may hinder your action plan, and identify how you can tackle these.

 (Write your learning points here – action plan is over the page)

Sig. of person completing form Date

Reviewed byDate

(Continue on another sheet if necessary)

Document Code: EMCN-DC-0003-15	Date of issue: November 2015	Review Date November 2017
Written By: Emma Mills	Authorised By: EM Chemo Group	Page Number: 6
Issue Number :1	Website Check www.eastmidlandscancernetwork.nhs.uk for latest version	

Action Plan: Staff Name:..... Deapartment:..... Date:.....

Key actions to be addressed	Key indicators of success	Timescale	Comments on outcome/achievement

Sig. of person completing form Date..... Reviewed by

.....

2nd review re: progress... Date..... Reviewed by

.....

Please send a copy of this form once completed/updated to the Lead Chemotherapy Nurse for the Trust.

(Acknowledgement is made to Annie Law, original author of the document from UHL and Emma Mills who developed the document further at KGH)

Document Code: EMCN-DC-0003-15	Date of issue: November 2015	Review Date November 2017
Written By: Emma Mills	Authorised By: EM Chemo Group	Page Number: 7
Issue Number :1	Website Check www.eastmidlandscancernetwork.nhs.uk for latest version	