


Q-Pulse Database	DIAIMA	
Document Number	EP-Guidance-020	
Document Title	Incident Management Descriptive Account	

Completion of this form is optional, however this document lowers the risk of an inspection or the possibility that there may be a requirement to be interviewed by an HIS inspector should this document not be available.

HIS have noted that they have received many accounts that have identified the learning from events, and that this is best practice.

Date of incident: __/__/____

Where was the incident?

What happened?

Why did it happen?

What learning was gained through the incident, to prevent future incidents of this nature in the department / service?

Optional: Reflective account for your CPD folder (personal not for the department)

Owner	Author	Revision	Active Date	Review Date	Page
Leanord, Alistair	McKee, Marv	2	13/03/2025	13/03/2028	1 of 1
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