



East of England
Specialised Commissioning Group

CONFIDENTIAL

Root Cause Analysis (RCA) Investigation Report Template

SHA reference Number	
Organisation PCT reference	
EOE SCG reference	
Incident <i>Please give a brief description single line of the incident e.g. incident of safety harm and physical aggression to staff</i>	
Incident Date	
Location of Incident	
Date of this report	
Author(s) Name and Designation	

SAMPLE - DO NOT USE

CONTENTS

Executive Summary

Main Report

Terms of reference

Investigation lead and Team

Scope and Level of Investigation

Investigation Type, process and methods used

Sources of information

Background and Context of the incident

Incident description and consequences

Involvement and support of patient /resident and relatives

Involvement of support provided for staff involved

Chronology of Events

Key care and Service Delivery Problems

Contributory Factors

Root causes

Notable Practice

Lessons Learned

Recommendations

Shared Learning Points

Action Plan

SAMPLE - DO NOT USE

EXECUTIVE SUMMARY

Brief Incident Description:	
Incident Date	
Incident Type:	
Location of incident	
Severity of the incident:	
Involvement and support of the patient /resident and/or relatives:	
Care and Service Delivery Problems	
Contributory Factors	
Root Causes	
Lessons Learned	
Recommendations	
Sharing Learning Points	

MAIN REPORT

Terms of reference – Outline specific problems to be addressed,	
Investigation lead and Team	
Scope and Level of Investigation	
Investigation Type, process and methods used	
Sources of information	
Background and Context of the incident	
Incident description and consequences (include an immediate actions taken such as changes to policy/procedures, clinical/managerial actions etc)	
Involvement and support of patient/resident and relatives	
Involvement of support provided for staff involved	

Key care and Service Delivery Problems	
Contributory Factors	
Root causes	
Notable Practice	
Lessons Learned	
Recommendations	
Shared Learning Points	

ACTION PLAN

Action Plan (Please add in your action plan from the findings of the investigation)					
No	Recommendation	Action	Who	When	Progress

SAMPLE - DO NOT USE