

Serious Incident **XXX Action Plan**

Please complete this action plan using SMART principles (Specific, Measurable, Attainable, Relevant, Time-bound) and remove all red sections once populated

No	Recommendation	Actions required	Level for Action (Individual/Team/ Directorate/Organisation)	Identified Lead	Target Date	Progress RAG status
1	From RCA Investigation Report	State actions TO BE taken in this column ensuring they are measurable and achievable and directly relate to the recommendation itself Ask author for further context or clarity where required	State which level(s) the action is applicable to.	Add lead for each action (title not name) ensuring that they are aware and in agreement of their responsibility for monitoring, updating and completing the action and for providing assurance.	Please ensure that timeframes are realistic i.e give identified lead sufficient time to complete	This column should state actions that HAVE BEEN taken to address each recommendation and should be sufficiently robust to ensure that there is assurance that learning has been fully implemented. Supporting evidence should always be provided to the Serious Incidents Team.
2	De-brief session with all staff and learning to be shared locally					
3						
Operational Lead (role):						
Action Plan Completion Date:						
Reviewed by [name(s) and date]:						

SAMPLE - DO NOT USE

Please note: this action plan will be audited following completion to ensure staff are supported with ongoing learning and implementation.