*Further guidance on After Action Reviews can be found on the ELFT Intranet at* [*https://www.elft.nhs.uk/intranet/things-support-me-do-my-job/safety-elft/after-action-review*](https://www.elft.nhs.uk/intranet/things-support-me-do-my-job/safety-elft/after-action-review)*.*

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| **ELFT After Action Review Report Form**  |
| InPhase Reference: |  |
| Date of incident: |  |
| Date of AAR:  |  |
| Conductor/Facilitator: |  |
| Directorate: |  |
| Teams involved in incident (please detail all teams): |   |
| Apologies: |  |

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| --- |
| **Summary of the action or incident being reviewed:** |
|  |
| **Key Learning Points:** |
|  |
| **Actions arising from learning, and names of person responsible:** |
|  |
| **Arrangements for sharing learning:** |
|  |
| **Actions to meet needs of those affected by the event**  |
|  |

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| *Once this report has been completed:*1. *Save a copy in the patient’s notes (e.g. RiO)*
2. *Email a copy to* *elft.incidentreporting1@nhs.net* *so that it can be uploaded onto InPhase*
3. *Retain a copy for your own records*
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