

TOOL 14 - Documentation and discussion summary

August 2017

The open discussion documentation and discussion summary is to be completed with the patient/ consumer, their family, carer and/or support person, and filed in the appropriate section of the medical record/case note.

Copies of all documentation should be uploaded in the Safety Learning System (SLS) Patient Incident Management module in the Managers section, document tab.

Affix patient identification sticker or clearly enter details below

Patient's full name	
URN or ID (if applicable)	
Date of birth	
Date of incident	
Date of discussion	
Mode of communication	
Staff member who led open disclosure section	Name:
	Position:
Other staff present	Name:
	Position:
	Name:
	Position:
	Name:
	Position:
Name of patient/ consumer family, carer and/or support person	Name:
	Relationship:

continued

Brief factual summary of incident

Summary of all points explained to patient/consumer, family, carer and/or support person

Was an expression of regret offered? (please circle)

Yes / If not, why?

Summary of support offered to patient and support persons and responses to offers

Health service contact (staff member assigned as point of contact for patient/consumer, family, carer and/or support person)	Name:
	Position:
	Telephone:
	Email:

Plans for follow up

Date of next meeting (if arranged):

We hereby confirm that this is an accurate reflection of the discussion:

Staff signature	Print name	date
Patient/family/carers/support person	Print name	date

For more information

SA Health

Safety and Quality Unit

Telephone: 08 8226 6539

www.sahealth.sa.gov.au/safetyandquality

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