



RCA² - Root Cause Analysis & Action Report

Incident Reporting & Learning System

PLEASE ATTACH THE IR 2.0 FORM THAT CORRELATES WITH THE INCIDENT AS PAGE.

1. HOSPITAL NAME: _____

2. PATIENT'S RN/ IDENTIFICATION NUMBER: _____

3. INCIDENT TYPE

4. INVESTIGATION TEAM:

Name	Designation
Team Leader/ Coordinator	
Team Members	

Reported By:

Name:

Designation/ Stamp:

Date:

Verified By:

Name:

Designation/ Stamp:

Date:

This template need to be used together with "Guidelines on Implementation Incident Reporting & Learning System 2.0 for Ministry of Health Malaysia Ho²spitals"

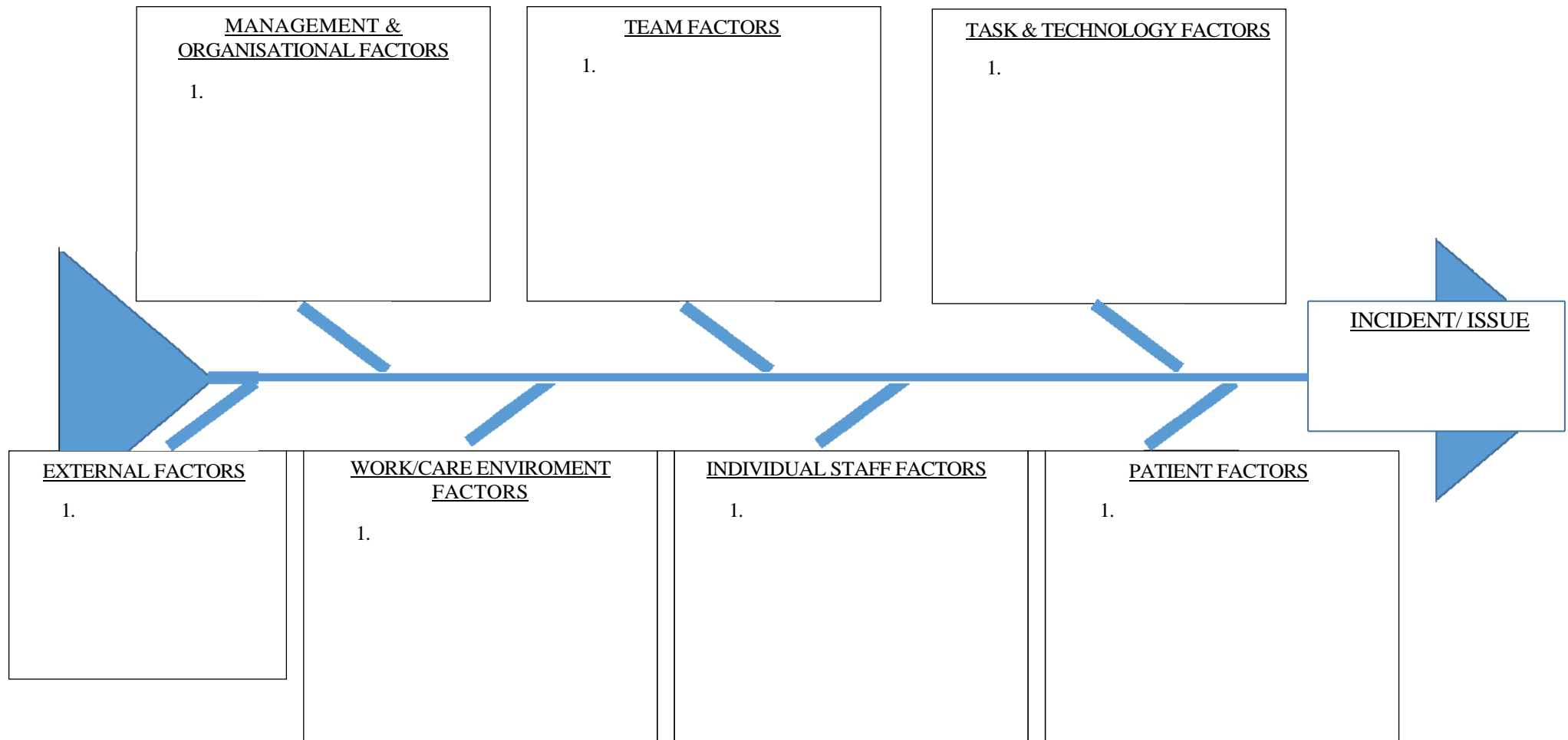
5. SUMMARY OF THE INCIDENT:

6. SEQUENCE OF EVENTS:

Please state **only the important information/events/steps** that **lead to the incident**:

Date	Time (24 h)	Location	Event description	Key person involved (initial) & designation	Comments- please add in what went wrong in every sequence

7. FISH BONE DIAGRAM (REFER TO LONDON PROTOCOL FOR CATEGORISATION)



8. CONTRIBUTING FACTORS:

Please choose and tick at the relevant box the relevant contributing factors that lead to the incident & describe the factors (can be more than one factor)

FACTORS THAT LEADS TO THE																						
1	TEAM FACTOR	<table border="1"> <tr><td><input type="checkbox"/></td><td>Written communication issue</td></tr> <tr><td><input type="checkbox"/></td><td>Verbal communication issue</td></tr> <tr><td><input type="checkbox"/></td><td>Unclear roles and responsibility</td></tr> <tr><td><input type="checkbox"/></td><td>Lack of supervision/ monitoring</td></tr> <tr><td><input type="checkbox"/></td><td>Ineffective leadership & responsibility</td></tr> <tr><td><input type="checkbox"/></td><td>Problem in seeking help</td></tr> <tr><td><input type="checkbox"/></td><td>Staff or colleague response/ support to help</td></tr> <tr><td><input type="checkbox"/></td><td>Others (specify)</td></tr> </table> <p>Description:</p>	<input type="checkbox"/>	Written communication issue	<input type="checkbox"/>	Verbal communication issue	<input type="checkbox"/>	Unclear roles and responsibility	<input type="checkbox"/>	Lack of supervision/ monitoring	<input type="checkbox"/>	Ineffective leadership & responsibility	<input type="checkbox"/>	Problem in seeking help	<input type="checkbox"/>	Staff or colleague response/ support to help	<input type="checkbox"/>	Others (specify)				
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7	EXTERNAL FACTOR	<p>Please specify:</p>																				

9. List out the most important contributing factors/ root cause (s) that lead to the incident

The factors/ root cause (s) should be selected/written using 5 Rules of Causation

(Please refer to Appendix 3 of Guideline on Implementation of Incident Reporting &

Investigation)

Factor 1

Factor 2

Factor 3

10. *Root Cause (s):

*if the root cause(s) can be identified

11. ACTION PLAN TABLE

Based on the contributing factors/root cause (s) listed above, identify the most effective action plan. The action plan should have at least **1 strong/intermediate action plan**. "Weak" action can be implemented to support other action or while waiting

No.	Contributing Factors/ Root Cause	Description of Action Plan	Action Hierarchy (strong/ intermediate/ weak)	Person responsible (Name & designation)	Evidence of completion/ Progress	Expected Completion Date
Eg. 1	Slippery floor in the toilet- lead to patient fall	To use non slippery floor on every toilet	Strong	Dr. Abdullah (Hospital Deputy Director)	Project completed	1.6.18
Eg. 2	Similar 'look alike' ampules of atropine and adrenaline which were stored next to each other in the emergency trolley-causing the nurse to	To store adrenaline and atropine ampules far from each other in the emergency trolley and to label them using TALL man	Intermediate	Pn Hasnita (Head of Pharmacy Department)	Storage for adrenaline and atropine had been adjusted (far from each other and labelled them using TALL man lettering) in all emergency trolley	7.2.18
Eg. 3	The absence of designated staff to check the storage of	To assign 1 specific staff in every wards to check proper storage of	Intermediate	Matron Julia (Head of Matron)	Name list of designated staff	1.3.18
Eg. 4	Lack of knowledge among staff on proper warming methods and monitoring of hypothermia intraoperatively leads to 1% deep dermal burn	To train and educate OT staff on proper warming methods and	weak	Matron Leong (Operation Theatre Matron)	-Training module -Attendance list of participants	1.2.18 (general OT staff) 15.2.18 (maternity OT staff) 1.3.18 (trauma &

PLEASE DELETE THE EXAMPLES OF ACTION PLAN GIVEN AND WRITE DOWN YOUR OWN ACTION PLAN IN THE TABLE PROVIDED

*Hospital Reference No: