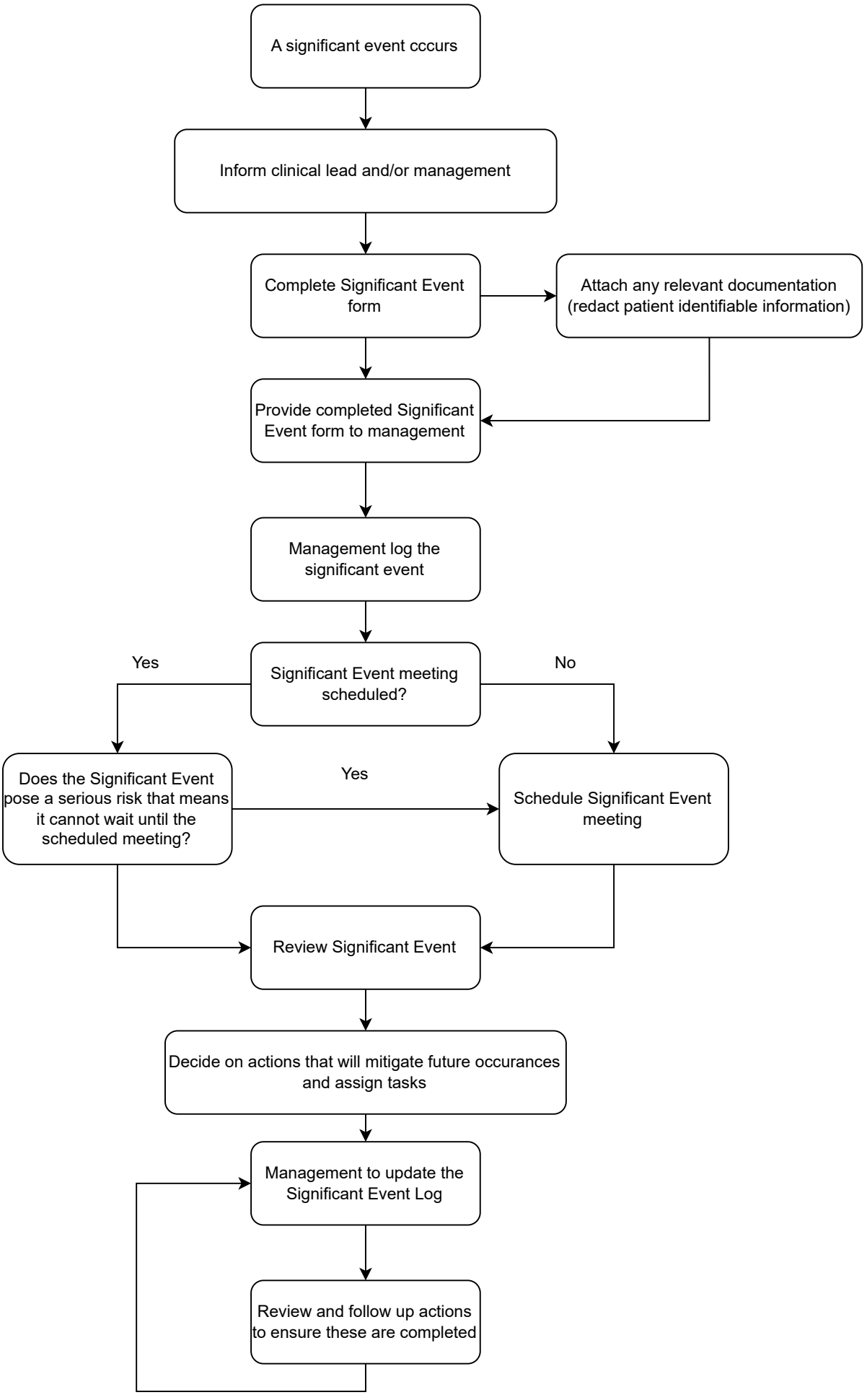
A significant event cccurs
Inform clinical lead and/or management
Complete Significant Event form
Attach any relevant documentation (redact patient identifiable information)
Provide completed Significant Event form to management
Management log the significant event
Significant Event meeting scheduled?
Yes
No
Does the Significant Event pose a serious risk that means it cannot wait until the scheduled meeting?
Yes
Schedule Significant Event meeting
Review Significant Event
Decide on actions that will mitigate future occurances and assign tasks
Management to update the Significant Event Log
Review and follow up actions to ensure these are completed