

## Immediate debriefing of the situation

In case of an adverse event that could or would cause harm to the patient, a **debriefing** should be conducted **immediately** to bring **the patient to safety**

### It's not the moment to do the root cause analysis

This debriefing takes place in a private office, in a quiet environment and in a small group.

The following are present: the professional involved, the doctor in charge of the ward or the ward's resident, and the head nurse of the ward.

### Course of action

#### 1. Assess and transcribe the situation

- for the patient
- for the continuity of the activity
- for the professional

#### if the assessment of the situation is complex

- reassure the professional involved
- call on a colleague who knows about the event or who has provided emotional first help if the professional is in a state of shock

#### 2. Decide and implement immediate actions

For the care management of the patient affected	To maintain activity in the ward	For the 2 <sup>nd</sup> victim
<ul style="list-style-type: none"> <li>• call for reinforcements and contextualise the situation with the professionals using the SAED tool</li> <li>• inform the patient if the damaged I needs a change in immediate care</li> </ul>	<ul style="list-style-type: none"> <li>• call for human resources reinforcements</li> <li>• agree on the information to be transmitted to the team</li> <li>• reorganise the activity, or even reduce the workload of the ward</li> </ul>	<ul style="list-style-type: none"> <li>• temporarily remove the caregiver involved from their activity while waiting for the event to stabilise</li> </ul>

3. **Carry out a new interview with the professional involved once the urgent management of the event has been completed:**
  - ensure that the staff member is able to continue the day's activity
  - if needed
    - ensure that the professional will be accompanied by the person of his/her choice during the hours following the event
    - propose a holiday, a referral to the occupational health service
    - offer to give news of the patient
4. **Informing the hierarchy**  
(Head nurses, Medical head of department, on-call manager or administrator where applicable)
5. **Declare the adverse event in the dedicated software**
6. **Organise an interview with the professional concerned at a distance from the event** (except if the professional is off work: organised by the occupational health service)

### Use the appropriate SAED tool for debriefing (Haute Autorité de Santé)

<b>S</b>	Describe the actual <b>Situation</b> for the patient	Collect information: Mr/Mrs first name, surname, age location in the ward  Ask what happened and when
<b>A</b>	Collecting useful <b>background (antécédents)</b> information related to the current context	Collect vital signs/clinical signs Reason for admission, date Medical history Allergies Treatments received during the stay Current treatments Test results The patient's usual situation (confused, in pain, etc.) How the patient's current situation has changed since
<b>E</b>	<b>Assess (évaluation)</b> the patient's current condition	His/Her current situation is...(the problem) Since then, he has been given... / done...
<b>D</b>	Formulate the <b>decision</b> for the application to the team	Together: - briefly rephrase the information - decide on management Briefly rephrase information to team for action

If necessary:

- use the SAED to seek further external advice
- prepare the meeting with the patient and/or family