

PROFORMA B

This proforma should be used if the nurse has been involved in a SECOND error scoring 4 - 6 (PICU Risk Matrix) within a calendar month

Form to be initiated by a Band 6 / 7 when error identified and completed by a Band 7 (either original investigator or PDG leader) within 2 weeks

Nurses name	
Date this form commenced	
Impact of error on patient	
Dr informed and treatment given to patient	
Documented in medical notes	
Parents aware and apology given	
Datix Completed and Sharon Coulson informed in a brief e- mail	Record datix number and initials of people named on it
Nurse involved aware not to undertake further medicine administration (IV or oral) until following procedures completed?	Discussed: Emailed:
Nurse aware that written reflection is required which relates to the NMC Code of Professional Practice and follows the Gibbs reflective cycle	
<u>Identify type of error:</u>	Complete the Yorkshire and Humberside Medicines Calculations Pack (found in PICU medication management file)
Calculation error?	
Policy / Procedural error?	Follow the e learning 000 YH Medicines Management Essentials (see flowchart for how to access) This takes around 50 minutes
Any further objectives identified?	
Any further support or educational needs identified?	
<u>Band 7 Final Review</u>	
Date:	
Written reflection reviewed?	
Evidence seen that e learning / calculations pack has been completed?	
Nurse observed successfully administering an IV/oral medication? (ONLY IF REQUIRED)	
Can the nurse resume medication administration? If no, please state why not	
Date and signatures ..	
Band 7 Nurse involved	
Please leave completed paperwork in Sharron's office in the pink 'MRI paperwork in progress file'	