## Lessons Learnt Checklist/ Flow Chart

## Any further information contact:

- David Wilmott [I/S]
- Mark Stacey [I/S]

**Local Clinical Governance** (HC)/ Clinical Effectiveness

- Is Lessons Learnt on the meeting Agenda
- Have you shared lessons learnt from your weekly/ monthly incidents?
- Have you made sure staff on each shift have been made aware of these?
- Staff meetings and handovers are great opportunities to discuss/ implement lessons learnt
- Ensure lessons learnt are shared at your governance/ staff meetings/ handover and other forums
- Create a lessons learnt board/ file and encourage all staff to access it
- Do you have any lessons learnt to escalate to Regional Clinical Governance/ Divisional Care Governance?
- Ask yourself following each incident if there is any learning from this incident and how can we share it. Utilise the IMS lessons learnt section.

**Regional Clinical** Governance (HC) /

- Have you ensured Lessons Learnt is on the agenda
- Promote lessons learnt throughout your region
- Do you have any lessons learnt from units within your region that need to be esclated to Lessons Leant Group?

Have you shared corporate monthly lessons learnt bulletins with your

Ask yourself how you have embedded corporate lessons learnt within your unit.



Have you shared corporate monthly lessons learnt bulletins and videos within your region?

Ask yourself how you have embedded corporate lessons learnt within your region

- Have you recevied lessons learnt from Regional Clinical Governance / Divisionsal Care Governance?
- Have you created and shared lessons learnt bulletins and vidoes for further dissemination and sharing on MyCygnet?
- Have these lessons learnt been passed back down through Regional Clinical Governance / Divisionsal Care Governance?

**Lessons Learnt Group** 

