

## Sample: Event debrief for stakeholders (HR, managers, leadership, risk management, etc.)

### Prompts for Discussion:

### Outcome

#### Debrief objective:

- a. Mitigate the impact of the event on the patient, care team and organization.
- b. Ensure that an effective and prompt response occurred.
- c. Be "survey ready" and able to demonstrate that a credible and thorough investigation occurred

1. Introduction to the event and summary of action steps taken.	
2. Was the response plan activated within an hour of notification of the allegation?	
3. Were the correct leaders notified about the event?	
4. Was communication clear throughout the event?	
5. Was an event report submitted?	
6. Were the roles and responsibilities of the investigative team clearly understood?	
7. Is there documented evidence of a credible investigation being conducted?	
8. Were there regular check ins with key stakeholders (those conducting the investigation and leadership) as the investigation progressed?	
9. Were errors in process made or avoided?	
10. Were measures taken to ensure confidentiality was maintained throughout the investigation?	
11. Was the allegation of abuse response plan followed?	
12. If not, what happened?	
13. What went well?	
14. What could have gone better?	
15. Were impacted staff provided with adequate emotional support as needed?	
16. Are there any training opportunities?	
17. Does the response plan need refinement?	



**Rhonda DeMeno, RN, BS, MPM, RAC-CT, A-IPC, CPHRM**

Director Clinical Risk Services, Senior Living Center of Excellence

+1 312 288 7704

[rhonda.demenowillistowerswatson.com](mailto:rhonda.demenowillistowerswatson.com)

**Joan M. Porcaro, RN, BSN, MM, CPHRM**

Associate Director, Client Relationship Management

North America Healthcare Industry

+1 480 528 4872

[joan.porcarowillistowerswatson.com](mailto:joan.porcarowillistowerswatson.com)

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