Event Review Worksheet (RCA)

Structure a review of an event or near miss to find causes and actions, not blame.

Event date

Review date

Review lead

Event ID (no patient identifiers)

What happened (facts only, no names or patient identifiers)

TIMELINE

Date / time	What happened

WHY DID IT HAPPEN? (ASK WHY UNTIL YOU REACH A SYSTEM CAUSE)

Why 1

Why 2

Why 3

Why 4

Why 5

CONTRIBUTING FACTORS

- [ ] Communication or handoff
- [ ] Policy or procedure unclear or not followed
- [ ] Staffing, workload or fatigue
- [ ] Equipment, technology or EHR
- [ ] Environment or layout
- [ ] Training or competency

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Event Review Worksheet (RCA) (continued)

ACTIONS

Action (strongest first: remove, redesign, standardize, then train)	Owner	Due	Measure of success

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