

## PROFORMA A

**This proforma should be used for the Nurse's FIRST 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*

**Please use the form overleaf as a guide and for documentation purposes.**

Nurses name	
Nurse aware? If not - has an e-mail been sent?	Yes / No Date sent
Date of error	
Datix completed	Datix number
<b><i>After reflective discussion...</i></b>	
Any further objectives identified?	
Any further support or educational needs identified?	
Date and signatures  Band 7: Nurse involved:	
<b><i>Please leave completed proforma in Sharon Coulson's post tray</i></b>	

## Reflective Discussion with a Band 7

Points for consideration	Band 7 comments from evidence of discussion
Does the nurse show an understanding of what he / she has done wrong?	
Does the nurse show an understanding of the possible implications for the patient?	
Can the nurse discuss the knowledge he / she needs to perform the task?  What training / competencies has she undertaken?	
Can the nurse 'unpick' the events that led to the mistake?	
Does the nurse give verbal evidence that she knows the policies / procedures surrounding drug administration?  <ul style="list-style-type: none"> <li>○ NMC guidelines</li> <li>○ LTHT policies</li> <li>○ PICU policies</li> </ul>	
What is the impact on the nurse of this error?	
Does the nurse understand her own accountability and responsibility with regard to drug administration?	
What would the nurse personally do differently in order to avoid this happening again?	