

Exception Exit Report

(To be completed by the Employer/ Host Training Organisation/ in the case of GP trainees in a primary care placement this would be filled by the PCT/ Organisation responsible for maintaining the local GP Performance List and by their Clinical/Educational Supervisor)

Trainee Forename:		Trainee Surname:		GMC Number:	
Specialty:				Grade:	
Start Date	End date	Details of Employment/Placements/Locum			Comments
Details of concerns/investigations:					
Conduct, Capability Investigation	This trainee has been involved in a conduct, capability investigation				YES/NO
	This has been resolved satisfactorily with no unresolved concerns about this trainee's conduct.				YES/NO
	Please give a brief summary of the investigation(s):				

Serious Untoward Incident/ Significant Event investigation	This trainee has been involved in formal Serious Untoward Incident/Significant Event investigation		YES/NO
	This has been resolved satisfactorily with no unresolved concerns about a trainee's fitness to practice		YES/NO
	Please give a brief summary of the investigation(s):		
Complaints	This trainee has been named in complaint(s)		Yes/No
	This has been resolved satisfactorily with no unresolved concerns about a trainee's fitness to practice or conduct		Yes/No
	Please give a brief summary of the complaint(s):		
Signature		Date	
Full name		Job Title	
Name of the Organisation		Name of the Medical Director (If the signatory is not the MD)	

Reminder: In all circumstances a copy of this report should be shared with the trainee doctor

Investigation Outcome and Themes

Please complete this section if the report is involving a **Significant Incident** and resubmit once the outcome of any investigation is complete (if not already known).

Date and time of Significant Incident (SI):

Date:

Time:

SI Category Codes

Code	Description	Tick as appropriate (more than 1 can be selected)
C4	Allegation again HC professional (assault)	
C5	Assault by patient	
C8	Attempted Suicide by Out-patient (In Receipt)	
C9	C Diff and Health Care Acquired Infections	
C10	Child Death	
C11	Child Serious Injury	
C12	Communication Issue	
C13	Confidential Information Leak	
C14	Delayed Diagnosis	
C15	Drug Incident	
C17	Drug Incident (Insulin)	
C18	Failure to Act Upon Test Results	
C19	Hospital Transfer Issue	
C21	Maternity Services - Intrauterine Death	
C22	Maternity Services - Unexpected Neonatal Death	
C23	Maternity Services - Maternal Death	
C26	Obstetrics/Gynaecology - Obstetrics and Gynaecology	

C27	Other	
C28	Premature Discharge	
C30	Radiology/Scanning Incident	
C31	Safeguarding Vulnerable Adult	
C32	Safeguarding Vulnerable Children	
C34	Slips, Trips and Falls	
C35	Sub-Optimal Care of the Deteriorating Patient	
C36	Suicide by In-patient (In Receipt)	
C38	Surgical Error	
C39	Suspected Suicide	
C40	Transfusion Incident	
C41	Unexpected Death	

Emerging Themes

Theme of the significant incident	Tick as appropriate
Confidentiality Issues (including social media)	
Communication	
Failure to follow guidelines	
Human error (including Clinical judgement)	
System Failure	
Equipment Failure	
Conduct	
Medication errors	
Never Events	
Organisational Learning (or lack of)	

Trainee Final Outcomes

Final outcome for the trainee	Tick as appropriate
No issues or outstanding concerns	
Changes to working pattern and/or training (including additional training, targeted supervision or restriction of practice)	
GMC involvement	
Adverse media coverage	
Trust disciplinary procedures	

Patient outcomes following incident

Impact on patient	Tick as appropriate
Near Miss	
Moderate	
Catastrophic/Permanent harm (including death)	
Unknown	

Learning from the incident

Please give a summary of steps taken to date by your organisation to investigate the SI:

How is learning from this event being shared within your organisation?

Grading of the SI (If you have graded the SI before and/or after root cause analysis, provide details):

Please detail the doctors in postgraduate training involvement in the SI:

	Tick as appropriate
Directly managing the case prior to incident - directly/ indirectly/ not supervised	
Assistant to clinician managing the case	
Observer	
Involved after the event	