<table>
<thead>
<tr>
<th>REPORT NUMBER</th>
<th>INTERNAL ID #</th>
<th>REPORTED BY (AGENCY)</th>
<th>INVESTIGATED BY (AGENCY)</th>
<th>TYPE OF REPORT</th>
<th>30-DAY CLOSURE DUE</th>
<th>NAMES OF STAFF/INVESTIGATORS ASSIGNED</th>
</tr>
</thead>
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- Exception [ ]
- Sentinel Event [ ]

**BRIEF SYNOPSIS OF REPORT**

**FOR SENTINEL EVENTS, INDICATE THE SEVERITY CATEGORY FOR POTENTIAL RISK TO PATIENT(S)**

<table>
<thead>
<tr>
<th>INITIAL DETERMINATION</th>
<th>LOW [ ]</th>
<th>MODERATE [ ]</th>
<th>HIGH WITH POSSIBLE NEGATIVE IMPACT ON PATIENT CONDITION [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINAL DETERMINATION</td>
<td>NONE [ ]</td>
<td>LOW [ ]</td>
<td>MODERATE [ ]</td>
</tr>
</tbody>
</table>

**LIST PERSONS INTERVIEWED**

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
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**SUMMARY OF FINDINGS**

(ATTACH ANY RELEVANT WRITTEN STATEMENTS)

**LIST RECORDS INSPECTED**

**OTHER FACT FINDING ACTIVITIES**

**FINAL DETERMINATION OF MERIT TO REPORT**

- WITH MERIT [ ] COMPLETE NEXT 3 SECTIONS
- NO MERIT [ ] COMPLETE NEXT SECTION ONLY
  TO EXPLAIN WHY NO MERIT

**ASSESSMENT OF PROBABLE CAUSE AND ANY IMPACT ON PATIENT**

**DESCRIBE INITIAL CORRECTIVE ACTIONS TAKEN**

<table>
<thead>
<tr>
<th>BY WHOM</th>
<th>DATE</th>
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**PLANNED FUTURE ACTIONS, IF APPLICABLE**

<table>
<thead>
<tr>
<th>BY WHOM</th>
<th>DUE DATE</th>
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**CLOSURE WITH REPORTING AGENCY**

- SENT THIS REPORT [ ] DATE
- SENT LETTER [ ] DATE
- DISCUSSED ON PHONE [ ] DATE
- DISCUSSED AT QI MEETING [ ] DATE

**NAME OF PERSON COMPLETING REPORT**

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
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</table>

**OTHER REQUIRED REVIEWERS NAME**

<table>
<thead>
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<th>SIGNATURE</th>
<th>DATE</th>
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**RECOMMENDATIONS FOR SENTINEL EVENT ACTIONS (TO BE COMPLETED BY EMSA)**

- EMT CERTIFICATION ACTION & REPORT TO STATE [ ]
- PM ACCREDITATION ACTION & REFER TO STATE [ ]
- EMPLOYER CORRECTIVE ACTION PLAN [ ] NOT AN ACTIONABLE ISSUE [ ] SYSTEM CORRECTIVE ACTION PLAN [ ] OTHER (DESCRIBE) [ ]

**DATE INVESTIGATION CLOSED**

<table>
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<tr>
<th>NAME</th>
<th>SIGNATURE</th>
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DIRECTIONS

An electronic version of Investigation Form may be downloaded from the EMSA website at: http://www.SanFranciscoEMS.org

EXCEPTION REPORTING

1. A closure report on the investigation of the allegation or issue and actions taken will be provided to the initiator within 30 days of receipt. This form may be used for the closure report. Alternatively, a letter which addresses the reporting elements on this form may be sent to the reporting party. When deemed acceptable by the reporting party, the investigating agency may provide a verbal closure report of findings and actions via phone or at quality improvement or peer review meetings. However, this does not preclude documenting the results of the investigation and corrective actions on this form.

2. The investigating agency is not required to disclose any information of a proprietary or confidential nature to the reporting party.

SENTINEL EVENTS

1. A written investigation closure report will be provided to the initiator within 30 days of receipt, or as soon as reasonably possible. This form may be used as the closure report or a letter may be sent to the reporting party.

2. The investigating agency is not required to disclose any information of a proprietary or confidential nature to the reporting party.

GUIDANCE FOR DOCUMENTING ISSUE RESOLUTION AND CORRECTIVE ACTIONS

The following list provides examples of the types of approaches, depending on the severity of the event, that should be mentioned when documenting corrective actions taken. Investigations involving Exception Reports where the reporting party determines that the investigating agency failed to adequately address the issues may be forwarded to the EMSA for further action.

- Critique
- Coaching
- Policy & Protocol Review
- Policy & Protocol Testing
- PCR Audits
- Scenario Testing
- Computer Simulation
- Skills Lab Testing
- Case Review Reports
- Tape Reviews
- Direct Supervision
- Peer Evaluation
- Field Observation
- Preceptored Experience
- Lecture/Didactic
- Structural Courses
- Tutoring
- Clinical Experience in a Controlled Setting
- Interactive Videos
- Behavior Modification
- Verbal Reprimand
- Written Reprimand
- Suspension
- Probation
- License or Certificate Action
- Dismissal
- Monitoring/Trending
- System Level Correction
- Advisory Committee Review