**Significant Event Analysis for Education (SEAFE) Proforma**

**What is a SEAFE.?**

SEAFE is a way to share learning from our teaching experience, "Significant" is something that is outside our normal routine and contains lessons for the whole team (eg: an error by an individual might not be significant). Remember - things that work well can also be significant!

Examples: *A practice pulls out last minute, Student complaint about quality of teaching, A major teaching event goes particularly well*

**Who can complete this form?**

Any member of the team can complete this form. The “owner” of the significant event is the person closest to it and the person who takes responsibility for the completion of this form.

**How to complete this form**

* Complete **Part A** of the form remembering to anonymise all people, surgeries and academies involved
* Once completed, email it to [phc-teaching@bristol.ac.uk](mailto:phc-teaching@bristol.ac.uk) who will table it as an agenda item at the next Senior Management Teaching Team meetings (SMTT)
* At the SMTT the SEAFE can be reviewed and learning points and/or actions agreed. If actions are agreed these will be recorded and followed up at the next SMTT
* Complete **Part B** of the form after SMTT and save it in the folder “SEAFE.” within the main GP folder (\\ads.bris.ac.uk\folders\Health Sciences\CMED\External\GP\E.S.E.A.).
* It is the responsibility of the SEAFE owner to ensure that:

1. The above steps are followed
2. Any actions agreed at the SMTT are completed

**PART A** *(to be completed prior to SMTT)*

|  |  |
| --- | --- |
| Title of SEAFE |  |
| Owner of this SEAFE |  |
| Date of Event(s) |  |
|  | |
| Brief Summary of Event(s) and any actions taken |  |
|  | |
| What was done well? |  |
|  | |
| What could’ve been done better? |  |
|  | |
| Suggested learning points |  |
|  | |
| Suggested actions |  |

**PART B** *(to be completed after to SMTT)*

|  |  |
| --- | --- |
| Date Discussed |  |
| Present at SMTT (initials only) |  |
| Agreed Learning Points |  |
| Agreed Action Points |  |
| Date of Next SMTT ( ) |  |

*Once completed please refer to coversheet for next steps*