| **Date** | **Facilitator Initials** | **Event** | **Error Type\*** | **Actions Taken** | **Lessons Learned** |
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| \*Error Types: Task = While performing a well understood task, an individual inadvertently did the wrong thing (slip) or forgot a step (lapse)  Judgment = While performing an uncertain process, an individual made a decision with too little/wrong information (mistake)  Coordination = While performing a known process, multiple people failed to share information and coordinate goals, roles and accountability across shifts, work areas, levels/settings of care  System = Multiple system elements (people, technology) interact resulting in failure to achieve intended goals | | | | | |
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