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| **Hot debriefing document**  **This is not a mandatory requirement but for the purpose of sharing lessons learned across Scotland particularly for rare or unusual events.** **The IPCT/HPT or chair of the IMT should complete this immediately following the end of an incident. It may be deemed that a full IMT report is not needed and this document may be sufficient. A full IMT reporting template can be found in the** [**resources section of the NIPCM**](http://www.nipcm.hps.scot.nhs.uk/resources/) | |
| **1.Incident reference** | |
| **Please provide a reference/title for this incident.** | |
| **2. Details of incident** | |
| **Please provide a brief summary of incident:** Include details of the following where relevant: dates when incident started/ended; case definition; description, number and features of cases; care areas/locations affected; source and modes of cross-transmission/exposure; diagnosis and treatment, any enhanced surveillance of interventions, any hypotheses. | |
| **3. What went well?** | |
| **Please list aspects of the incident considered to have been managed well:** | |
| **4. What did not go well?** | |
| **Please list aspects of the incident considered not to have been managed well:** | |
| **5.Lessons Learned** | |
| **Please provide details of any learning points or recommendations:** | |
| **6. IMT lead details** | |
| Name: | Email: |
| Job Title: | Address: |
| Contact number: | Contact number (mobile): |
| Date: | Signed: |
| Completed templates to be returned to: [NSS.HPSInfectionControl@nhs.net](mailto:NSS.HPSInfectionControl@nhs.net) | |