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ISMP Canada Incident Analysis Templates

April 2022

**Timeline**

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| **Time** | **Information Item** | **Information Source** |
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**Action Plan**

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| **Summary Statement:**  |
| **Recommendations/ Actions***(What are you planning to do?)* | **Specific***(Is the action clear and precise?)* | **Measurable***(How will it be confirmed that the action was implemented? How will it be determined if it was effective?)* | **Achievable***(Is the action attainable with resources and support by a defined date? What more is needed to achieve the goal?)* | **Relevant***(Does the action actually address the issue? Will the incident be less likely to occur if the action is implemented?)* | **Time-bound***(What is the timeframe for implementation?)* | **Rank Hierarchy of Effectiveness***(high, medium, low)* | **Priority** | **Accountability***(Who, or what department is accountable for the implementation?)* |
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