I, *(insert name of Chief Executive)*, in accordance with section 21G of the *Health Administration Act 1982* (the Act), do hereby appoint the following person/s to form a serious adverse event review team (“review team”):

Insert name, title, background, employing organisation (Team leader)

Insert name, title, background, employing organisation (Team member)

In accordance with Part 2A of the Act, the review team is to undertake a serious adverse event review(s), being a root cause analyses or other type of prescribed review(s), to consider and determine how the incident(s) occurred; any factors that caused or contributed to the incident(s); and any procedures, practices or systems that could be reviewed for the purposes of a recommendations report(s). The review team is to prepare a findings report, and if directed by me, a recommendations report, of the SAER in accordance with Part 2A of the *Health Administration Act 1982.*

The review team member/s listed above shall form the core personnel of the team, and may commence work immediately gathering material relevant to the review team’s statutory functions under the *Health Administration Act 1982*. I may appoint additional members to the review team for the purposes of the preparation of a recommendations report to assist it in the review team’s work if additional individuals with appropriate expertise or experience are identified.

A serious adverse event review conducted in accordance with this appointment, including any activities carried out by the core review team members in carrying out their statutory functions, shall be privileged in accordance with the terms of Part 2A of the *Health Administration Act 1982.*

(signed)

Name

Chief Executive

(date)