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 the serious adverse event review (SAER) team:

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

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

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

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

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

In accordance with s.21H of the Act, the SAER team is to carry out an SAER (being a root cause analysis or any other type of prescribed review), to consider and determine how the incident occurred; any factors that caused or contributed to the incident; and any procedures, practices or systems that could be reviewed for the purposes of a recommendations report for the clinical incident (insert the incident management system number)

[*insert summary of incident (include date)*]

and to prepare a written findings report of the SAER, and if directed, a recommendations report, in accordance with section 21H of the Act.

The team is to undertake the SAER using [insert approved review method].

A review undertaken in accordance with this appointment shall be privileged in accordance with the terms of Division 4 of Part 2A of the Act.

(signed)

Name of Chief Executive

(date)