DATE

INSERT NAME

INSERT FACILITY

INSERT ADDRESS

Dear [*Insert Name*]

I am writing to advise you that the serious adverse event review (SAER) team appointed on [insert date] to review the clinical incident [insert incident management system number], has identified that the incident raises issues that may relate to individual conduct.

The SAER team is of the opinion that the incident raises matters that may involve:

[*Delete whichever of the following is not relevant*]

Professional misconduct or unsatisfactory professional conduct

(*Mandatory reporting requirement*)

Or

A person with an impairment

(*Mandatory reporting requirement*)

Or

Unsatisfactory professional performance

(*Discretionary reporting*)

The above concerns of the SAER team relate to [insert name of the staff member who is of concern]. The matter of concern is [briefly outline in 1-2 sentences].

The matter is referred to you in accordance with the terms of section 21J of the *Health Administration Act 1982* for consideration and appropriate action.

The SAER team will continue to review the systems issues related to the incident

Or

The SAER team will now conclude its review of this incident.

*[Delete whichever is not relevant]*

Yours sincerely

Signature

Name and Designation

SAER team leader