

FRANCES MAHON DEACONESS HOSPITAL
621 3rd St. So.
Glasgow, MT 59230

DEPARTMENT: Environment of Care

PROCEDURE: EOC- 220

SUBJECT: Post Incident/Drill Critique and Debriefing

PURPOSE: The purpose of the Post Incident/Drill Critique is to reinforce effective operations, identify areas of improvement for future operations, and share results with others seeking opportunities to be more effective.

The debriefing and/or critique are not used to criticize or discipline any persons or actions taken during the incident/drill. All participants in the debriefing and/or critique process must be truthful and candid in an effort to determine operational or management areas that need improvement.

Management of an incident will only be effective when there is an ongoing process of evaluation. The Post Incident/Drill Critique and Debriefing is the recollection of events that occurred to review and assess the process, procedures and operations performed to identify the effectiveness and weaknesses during the incident time frame.

RESPONSIBILITY:

- Hospital Incident Command System
- All Staff

DEFINITIONS:

1. Debriefing
 - a. A one time, semi-structured conversation immediately following an incident or drill.
2. Critique
 - a. A structured meeting to review the overall quality of the services provided during an incident/drill.

PROCEDURE:

1. The Incident Commander or his/her designee will hold a debriefing of the event or drill immediately (within 24 hours) following an actual event or drill and will involve the staff that was directly involved in the event or drill. The Incident/Drill Debriefing forms, EOC-220a, 220b and 220c found on the FMDH home page, will be used to conduct the debriefing.
2. The Incident Commander or his/her designee will hold a critique within 72 hours of the incident or drill to include the Incident Commander, command staff and other key members of the leadership team. The Incident/Drill Critique Form, EOC-220d found on the FMDH home page, will be used to conduct the critique.

3. A critical incident stress debriefing to review the emotional impact of a traumatic experience with those involved staff is encouraged. This debriefing is most effective when it occurs within two weeks of the event. The initiation of a debriefing can be at the discretion of any member of the FMDH team, and will be conducted by the FMDH Chaplain or his/her designee.

REVIEW PROCESS:

- The review process is scheduled for every three years or as needed.