

# Root Cause Analysis Template

<u>Level of Analysis</u>		<u>Questions</u>	<u>Findings</u>	<u>Root Caus e?</u>	<u>Ask “Why?”</u>	<u>Take Action</u>
What happened?	Sentinel Event	What are the details of the event? (Brief description)				
		When did the event occur? (Date, day of week, time)				
		What area/service was impacted?				
Why did it happen?	The process or activity in which the event occurred.	What are the steps in the process, as designed? (A flow diagram may be helpful here)				
What were the most proximate factors?		What steps were involved in (contributed to) the event?				