# Agenda template

Agendas should be sent out to all members of the M&M meeting (as determined by the meeting ToR) and can either be sent with or used as the notice of the meeting.

The agenda should list the meeting activities, in the order they are to be conducted. As a minimum, the agenda should include:

* The meeting time, date, and presenter
* A review of previous M&M recommendations & actions (Action monitoring report) to ensure ongoing accountability
* Standing items: mortality numbers, cases for discussion (both morbidity and mortality cases).
* Next meeting information

## M&M action monitoring report (within agenda)

The M&M action monitoring report is included as a standing agenda item to assimilate all recommendations and actions generated from each case reviewed at M&M meetings. This allows recommendations and actions to be tracked and reviewed to ensure their implementation has successfully occurred. It allows increased prioritisation for key risks, team collaboration, and promotes graded escalation as required to higher governance levels, including executive/board, where barriers to completion are identified.

A similar table is replicated within the PowerPoint presentation slide deck.

# Agenda Morbidity & Mortality meeting

## (insert department) - (insert month & year)

OFFICIAL

**USER INFORMATION:**

List expected attendees & apologies

If numerous, consider listing HOU, ……. department Consultant/VMO staff, ……. department Junior medical staff, ………. department Nursing/midwifery staff etc. or removing attendees & apologies from table)

A record of staff attendance should still be kept

|  |  |
| --- | --- |
| Time and date |  |
| Location | (consider adding a Zoom/Teams link details) |
| Presenter |  |
| Attendees |  |
| Apologies |  |

### Business arising: action monitoring (see table)

### Standing items

#### 2.1 Unit KPI monitoring

#### 2.2 Mortality review

#### 2.3 Safety-II case

#### 2.4 Morbidity & Mortality cases for discussion

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Case | MRN | Incident report no. | Incident date | Brief description of event | Invited specialties |
| 1 |  | Insert VHIMS # |  | e.g. medication error, delayed recognition of …., iatrogenic injury to …. etc. |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

### Other business

### Next meeting (insert date)

## Action monitoring

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Recommendation | Outstanding Actions | Barriers to completion | Person responsible\* | Timeframe/ due date | Theme |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |