**SAMPLE HSE NATIONAL PATIENT SAFETY ALERTS MEETING AGENDA**

**Frequency of meeting; [Weekly /Fortnightly /Monthly - Delete as appropriate ]**

1. Apologies
2. Actions from last meeting:
3. New Alerts since last meeting:
* Alert Title / Reference / Deadline / Action Required / Plan / Responsible Person
1. Overdue alerts
* Alert Title / Reference / Deadline / Action Required / Update / Responsible Person
1. Alerts due for closure in the next month
* Alert Title / Reference / Deadline / Action Required / Update / Responsible Person
1. Alerts for escalation:
* Alert Title / Reference / Deadline / Action Required / Update / Why alert is being escalated / Who alert is being escalated to
1. Any other business
2. Date of next meeting: