**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: