

Local Medical Committee SBAR Request Proforma

'Highland LMC represents GPs and practices across Highland and Argyll & Bute. We provide advice that helps the Highland Health Board make informed decisions. We deal with matters that relate to the terms and conditions of service. We also do many other things from providing professional information to GPs and helping our members find the support that they may need'.

1. Situation

Your name:

Your contact details:

What is the problem?

2. Background

(Any relevant information)

3. Assessment

(What is your assessment of the problem and what has already been done?)

4. Recommendation

(What response are you looking for from the Committee?)

5. Action

(For LMC to complete)

The SBAR (Situation-Background-Assessment-Recommendation) technique is a communication tool designed to be used between members of the healthcare team. It allows staff an easy and focused way to set expectations for what will be communicated and to ensure they get a timely and appropriate response. This tool was developed by Kaiser Permanente. Please feel free to use and reproduce in the spirit of patient safety, and please retain this footer in the spirit of appropriate recognition

<http://www.scottishpatientsafetyprogramme.scot.nhs.uk/programme/resources/sbar>