

Take 5 To prepare



Resilience and specialist operations team briefing note:

What is a loggist?

The role of a loggist is governed by the Civil Contingencies Act 2004 (CCA)

“A comprehensive record should be kept of all events, decisions and reasoning behind key decisions and actions taken. Each organisation should maintain its own records.”

Major or Critical Incidents are often high-pressured, fast moving situations. Commanders will usually receive a lot of information in a short amount of time and are responsible for assessing, evaluating, and implementing the appropriate measures to ensure a safe and appropriate outcome for patients and staff members. In these hectic moments, you need a skilled loggist who can confidently and accurately log information received, capture when and why certain decisions were made, and subsequently the actions taken.

The log represents a permanent record and is a legal document that may be used as evidence at any of the formal investigations below, ultimately if events were not recorded then they did not happen.

- Debriefs: should take place following any serious incident.
- Inquest/Public/Parliamentary inquiry
- Formal investigation
- DH, CQC, or similar scrutiny
- Police – all incidents involving a breach of the law.
- Coroner – all incidents involving fatalities.
- Civil and Criminal Courts – depending on type of incident.
- HSE – incidents involving a breach of H&S regulations/fatalities.



Although the loggist captures the details for the Commander at the incident, any person who attends an incident would benefit from writing down the events as they remember them. These notes are known as **Contemporaneous notes** and should be made at the time or shortly after an event occurs. They represent the best recollection of what you witnessed. Could you imagine several years after an incident, finding yourself in court having to justify your actions, communications, and decisions? If you were asked to defend yourself, could you remember your decision-making rationale, the information you had available at the time and how you received it?

If you would like to know more about the Trust's loggist course dates and availability or an opportunity to practice your loggist skills at an exercise, please contact clare.meachem@eastamb.nhs.uk