|  |  |
| --- | --- |
| S | Situation:   * What is the situation you are writing about? * Identity self, health care site, area, title, date, etc. * Briefly state the problem/issue, what is it, when it happened or started, and how severe. |
| B | Background:  Pertinent background information related to the situation:   * History of problem/issue, include date/time. * List of current situations. * Most recent occurrences. * National standards, policy, regulations, standard requirements. |
| A | Assessment:   * What is your assessment of the situation? |
| R | Recommendation:   * What is your recommendation or what do you want (say what you want done)? |

|  |  |
| --- | --- |
| S |  |
| B |  |
| A |  |
| R |  |