**RACI framework**

Having a **RACI framework** will help clearly identify the roles and responsibilities of various individuals/stakeholders in the haemovigilance programme:

* **Responsible:**The person who does the work to achieve the task. They have responsibility for getting the work done or decision made. As a rule, this is one person.
* **Accountable:** The person who is accountable for the correct and thorough completion of the task. This must be one person and is often the senior person in the team. This is the role that responsible is accountable to and approves their work.
* **Consulted:** The people who provide information for the project and with whom there is two-way communication. This is usually several people, often subject matter experts (e.g. haematologists)
* **Informed:** The people kept informed of progress and with whom there is one-way communication. These are people that are affected by the outcome of the tasks, so need to be kept up to date

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| **Task**  | **Responsible**  | **Accountable**  | **Consulted**  | **Informed**  |
| **Haemovigilance reporting at patient/donor end**  |   |   |   |   |
| **Data collation**  |   |   |   |   |
| **Data analysis**  |   |   |   |   |
| **Review by subject matter expert**  |   |   |   |   |
| **Liaison with reporters**  |   |   |   |   |
| **Outputs from hv scheme**  |   |   |   |   |
| **Surveys/feedback loops**  |   |   |   |   |
| **Developing relevant educational materials**  |   |   |   |   |

* de Bono’s six thinking hats tool can help with problem solving and innovative thinking in various situations <https://www.debonogroup.com/services/core-programs/six-thinking-hats/>