

Name · role · department · qualification and licence no. · line manager · date of this record · next review

Extending scope

A staff member wishing to perform a procedure not on this record: written request → training or supervised practice with a case log → observed assessment by the clinical lead → sign-off here. Until then the procedure is not performed. A procedure not performed for two years reverts to "supervised" until reassessed.

Annual review: competencies current ☐ · mandatory training complete ☐ · CPD recorded (ASF Passport where used) ☐ · concerns none ☐ / plan attached ☐ · staff member _____ · lead _____ · date _____

ASF standards: Governance — competence (means of verification: records per person; surveyors sample against the roster)