

Staff Consultation Record

Form | AI-FRM-002

Document type	Form
Title	Staff Consultation Record
Document ID	{{facility.code}}-AI-FRM-002
Version and status	1.1 Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2D, criterion 2D.6
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the consultation with staff before an AI system is introduced, with concerns and responses.

1. How to complete

- Record the staff groups consulted and the date.
- Record each concern and the response.
- Record training needs and how they are met.

2. Record

Date	Staff group	Number attending	Concern raised	Response	Training need	Training date	Resolved (yes/no)

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus. Form content to be agreed.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee