

Accountable person appointment record

Form | APR-FRM-001

Document type	Form
Title	Accountable person appointment record
Document ID	{{facility.code}}-APR-FRM-001
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
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	Basis B2.1 (A Named Person Is Accountable for the Service)
Evidence basis	E-006, 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 who is the accountable person and deputy, when the appointment started, where the name is published, and the annual review signed by the governing body.

1. How to complete

- Complete the record when the appointment is made, and when the person or deputy changes.
- Record each period of cover by the deputy, with the start and end dates.
- Sign the annual review and record its date.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Accountable person: name, role and contact route	Yes	☐	☐	☐	Action and who to tell
2	Deputy named, with cover dates where used	Yes	☐	☐	☐	Action and who to tell
3	Where the name is published (noticeboard, website, patient information)	Yes	☐	☐	☐	Action and who to tell
4	Appointment signed by the governing body (date)	Yes	☐	☐	☐	Action and who to tell
5	Annual review signed by the governing body (date)	Yes	☐	☐	☐	Action and who to tell

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

3. Evidence

ID	Source and status
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval