

Reasonable Adjustments Record

Document control | CON-FRM-002 | New; ASF-based

Field	Content
Title	Reasonable Adjustments Record
Document ID	{{facility.code}}-CON-FRM-002
Version and status	1.0 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 after effective date)
Supersedes	None (new document)
Standards and criteria supported	Standard 1, criterion 1.5
Evidence basis	E-006
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

1. Purpose

To record each reasonable adjustment agreed for a patient.

2. How to use

Complete one form per patient, per area or per period, as the purpose states. Tick Yes, No or N/A. Any No is actioned at once and reported to the person named in the procedure.

3. Items

#	Item to check	Standard [evidence]	Yes	No	N/A	Action if No
1	Need identified (language, mobility, sensory, communication, other)	Asked at admission [E-006]	☐	☐	☐	Action and who to tell
2	Adjustment agreed with the patient	Recorded [EC]	☐	☐	☐	Action and who to tell
3	Team informed	Yes [EC]	☐	☐	☐	Action and who to tell
4	Reviewed at discharge or each change of care	Yes [EC]	☐	☐	☐	Action and who to tell

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

Retention: {{facility.records_retention_years}} years, filed as set in the retention schedule (REC-POL-001).

4. Evidence

ID	Source	Link / status
E-006	ASF Policy Framework v1.2.	see source

EC = ASF Expert Committee consensus.