

Patient Rights and Responsibilities

Document control | CON-POL-001 | New

Field	Content
Title	Patient Rights and Responsibilities
Document ID	{{facility.code}}-CON-POL-001
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.chief_executive.name}}, chief executive 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 1.7
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.

1. Purpose

To state the rights and responsibilities of every patient and to make sure they are visible and understood [E-009].

2. Scope

All patients and carers at {{facility.legal_name}}, and all staff who inform them.

3. Responsibilities

Role	Responsibility
{{roles.chief_executive.name}} chief executive	Approves the charter and its posting.
{{roles.patient_representative.name}} patient representative	Checks the charter is in plain language and in the languages patients speak.

4. Procedure

1. Post the patient rights charter in each ward, reception and waiting area, in the languages patients use [EC].
2. Give each inpatient a copy on admission and explain it in plain language [EC].
3. Check the posted charter at least monthly. Take a dated photo for the file, without faces [EC].
4. Review the charter yearly, with the patient council [EC].

5. Records

Dated photo of the posted charter; admission record entry.

6. Evidence

ID	Source	Link / status
E-006	ASF Policy Framework v1.2.	see source
E-009	ASF Expert Committee consensus.	see source

EC = ASF Expert Committee consensus.