Organisation name Site or unit		REGISTER Out-of-hours contact log	
Document ID	HSP-REG-003	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Register · HSP-REG-003 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 10.10

1. Purpose

Records each out-of-hours contact, the advice given and the escalation.

2. How to complete

- Record each contact at the time.
- Record the advice given.
- Record any escalation.

3. Record fields

Date and time	Patient ID	Symptom	Clinician answering	Advice given	Escalated (yes or no) and time

4. Evidence

Reference	Note
E-009	Based on the WHO Palliative Care guidance and the WHO Package of Essential Noncommunicable Disease interventions (2020).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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