Procedure consent and reconsideration record

Form | PRO-FRM-003

Document type	Form
Title	Procedure consent and reconsideration record
Document ID	{{facility.code}}-PRO-FRM-003
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	Standard 11 (Procedure Units), criterion 11.4, 11.12
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 the information given for a procedure, the risks and complications covered, and the time given to reconsider.

1. How to complete

- Give the information before the procedure.
- Record the time given to reconsider for elective procedures.
- Record the questions asked and the answers.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Expected outcome explained realistically	Yes	[ ]	[ ]	[ ]	Action and who to tell
2	Risks and complications explained, with their treatment	Yes	[ ]	[ ]	[ ]	Action and who to tell
3	Alternatives explained	Yes	[ ]	[ ]	[ ]	Action and who to tell
4	Reconsideration time given (date and time) for elective procedures	Yes or N/A	[ ]	[ ]	[ ]	Action and who to tell
5	Questions and answers	Yes	[ ]	[ ]	[ ]	Action and who to tell
6	Signed by patient and practitioner, date	Yes	[ ]	[ ]	[ ]	Action and who to tell

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

3. Evidence

ID	Source and status
E-009	Based on the ASF Expert Committee consensus and the WHO Guidelines for Safe Surgical Care and Safe Procedures (2009).
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