

Staff concern and investigation record

Form | WRK-FRM-002

Document type	Form
Title	Staff concern and investigation record
Document ID	{{facility.code}}-WRK-FRM-002
Version and status	1.0 Draft, for ASF Expert Committee approval
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 2E, criterion 2E.4
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

Logs a workplace concern from the day it is raised to the written outcome and any appeal.

1. How to complete

- Complete on the day the concern is raised.
- Record each step with its date.
- Keep the record in the confidential HR file.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Concern logged on the day raised	Date recorded	☐	☐	☐	Action and who to tell
2	Written acknowledgement sent within 5 working days	Date sent	☐	☐	☐	Action and who to tell
3	Investigating officer independent of the issue	Name and declaration	☐	☐	☐	Action and who to tell
4	Evidence and both views recorded	Notes attached	☐	☐	☐	Action and who to tell
5	Written outcome with reasons within 25 working days	Date and copy	☐	☐	☐	Action and who to tell
6	Appeal route explained	In outcome letter	☐	☐	☐	Action and who to tell

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

3. Evidence

ID	Source and status
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