Policy · CON-POL-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 1.7

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 the facility, and all staff who inform them.

3. Responsibilities

Role	Responsibility
chief executive	Approves the charter and its posting.
patient representative	Checks the charter is in plain language and in the languages patients speak.

4. Procedure

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

5. Records

Dated photo of the posted charter; admission record entry.

6. Evidence

Reference	Note

E-006	ASF Policy Framework v1.2.
E-009	ASF Expert Committee consensus.

7. Change history

Version	Date	What changed	Approval
1.0	—	First approved version	Approved by the ASF Expert Committee

E-learning for this document

- Patient Rights and Responsibilities (A-01)
- **Patient Identification, Informed Consent and Patient Rights** (T-07)
- **Care & Treatment: Clinical Standards for Accreditation** (H-04)
- **Medication Safety: Operating SOP-MED-01 End to End** (T-08)

References

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

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