

Preparing a report for Adult protection

Name of Patient

DOB

Hospital number / NHS number

Place of current Care:

Previous place of care (if appropriate)

GP or Consultant

Synopsis:

Report prepared by:

At the request of:

Date of report:

Purpose of report:

Main Findings:

Conclusions:

Documentation available at time of reporting:

Patient relevant past history

Should include factual information of pre injury status highlighting medical diagnosis.

Include the detailed patient journey and events recording documented dates/ times of assessments and action taken.

Record risk factors and other details that would impact on the subsequent care and injury.

This section should not contain any opinion or subjective data.

Recent events and description of incident

This should include detailed recent events that caused the situation to raise concern.

Raise issues that could contribute to injury or response to patient assessment.

This section should not contain any opinion or subjective data

Examination of patient

Describe patients' current status include the date of examination. Include photos if possible or details of wound assessment eg size(using grid), colour position etc.

Management

Report subsequent treatment and care including equipment, specialist care and investigations.

Opinion based on above information

This section could contain opinion but must be supported by above information or evidence and references (in the form of policy/guidelines, standard practice).

*If you have insufficient information to form an opinion record as such.
Ensure the opinion is objective and can withstand scrutiny and questioning.*

Conclusion:

This must be objective and accurate

Recommendations:

*Your opinion as to whether this case needs further information or investigation
perhaps second opinion second examination.*

Authors details:

Name, Title, Place of work

Qualifications that make you an expert able to comment on this case.

Signed

Second reviewer:

Name, Title, Place of work

Qualifications that make you an expert able to comment on this case.

Conclusions:

Agree/ disagree add comments

Recommendations:

As above

Signed

Appendices:

Eg Photographic image and dates.

This information is confidential.

**Jackie Hansford – Adult Protection Co-ordinator
Kath Vowden – Nurse Consultant, Wound Care**

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