Template request for an independent healthcare record review in the context of the IMF

Note: Guidance in *italic* font should be deleted on completion.

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| **Request for the provision of a Healthcare Record Review** |
| **Name of service user to which the healthcare record relates:** |
| **Requestor details:** |
| **Background to Request:**  *Brief description of the case and the concerns which prompted this request. Be clear here about the purpose and scope of the request(see note below)* |

Scope of the Request

1. To receive and consider the following documentation relating to the care of [Service User Name] from her/his admission on [dd/mm/yy] to her/his death/discharge on [dd/mm/yy] (list the documentation provided below)

* *[Name of Document 1]*
* *[Name of Document 2] etc*

1. To consider the following: *(you need to consider the specific areas that you want answered by the review e.g.)*

* *To provide an opinion based on their review of the relevant records as to whether the aspects of care delivered that relate to their area of subject expertise were appropriate and/or reasonable in the circumstances.*
* *The questions/concerns raised by the service user/relevant person(s) with the hospital/service and to what extent the care documented in the healthcare record can provide answers in relation to these.*

1. To provide a report to the requestor which sets out: (suggested format below)

* The qualifications, experience and expertise of the reviewer.
* The documentation that was made available.
* The facts of the case upon which the opinion is given or any assumptions that were made.
* The specific questions being asked in 2 above.
* The answers to each of those questions.
* The reasoning that led to those answers.
* Any further comments that occur to the reviewer (whether asked or otherwise)
* References for other documentation referred to (for example, clinical guidelines, research publications or other documents that support the opinion being tendered which must be produced where it is practicable to do so and where the article is being relied upon by the reviewer).

**Date:** [dd/mm/yy]

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**Note:** This request is being made in the context of the HSE’s Incident Management Framework. The purpose of a review conducted in line with the IMF is to understand what happened, why it happened and what learning can be gained in order to minimise the risk of a similar incident occurring in the future. For the purpose of these reviews the actions of individual staff are examined within the context of the overall system