

WELLBEING & WORKPLACE DIGNITY | PRACTICAL WORKBOOK

# Factual Chronology and Confidential Evidence Workbook

Build an accurate, proportionate record while protecting patients, colleagues and yourself.

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## What this resource contains

- Private reflective prompts
- Writing space for a focused plan
- Confidentiality and source safeguards

### IMPORTANT

Independent general guidance. It does not replace clinical, employment, regulatory, immigration or legal advice. Do not include patient-identifiable or unnecessary colleague-identifiable information in worksheets.

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**BEFORE YOU  
WRITE**

Use a trusted device or paper copy. Do not include patient identifiers, unnecessary colleague identifiers or confidential records. This workbook is not sent to SAS Doctors Review.

# 1. Record the event

Complete only the prompts relevant to your situation. Use factual, proportionate language.

**Date and time**

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**Place or system**

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**Direct observation**

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**Reported information and its source**

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**My interpretation - clearly labelled**

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**What happened next**

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## 2. Index the evidence

Complete only the prompts relevant to your situation. Use factual, proportionate language.

| Document or incident reference |
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|                                |
|                                |
|                                |

| Why it is relevant |
|--------------------|
|                    |
|                    |
|                    |

| Where the authorised original is held |
|---------------------------------------|
|                                       |
|                                       |
|                                       |

| Who may lawfully access it |
|----------------------------|
|                            |
|                            |
|                            |

| Whether redaction or formal disclosure is needed |
|--------------------------------------------------|
|                                                  |
|                                                  |
|                                                  |

### 3. Protect confidentiality

Complete only the prompts relevant to your situation. Use factual, proportionate language.

|                                    |
|------------------------------------|
| <b>Patient identifiers removed</b> |
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|                                    |
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|                                                |
|------------------------------------------------|
| <b>Rare combinations of details considered</b> |
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|                                      |
|--------------------------------------|
| <b>No unauthorised record access</b> |
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|--------------------------------------|
| <b>Secure transfer method agreed</b> |
|                                      |
|                                      |
|                                      |

|                                          |
|------------------------------------------|
| <b>Shared only for a defined purpose</b> |
|                                          |
|                                          |
|                                          |

## 4. Prepare for advice

Complete only the prompts relevant to your situation. Use factual, proportionate language.

### One-paragraph issue summary

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### Three to five pivotal events

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### Current deadline

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### Related processes

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### Questions for the adviser

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### Outcome sought

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# Action summary

| What must happen today? |
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| Who will I contact and for what purpose? |
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| What will be reviewed, by whom and when? |
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|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>KEEP THE ROUTES SEPARATE</b> | Treatment, employment representation, patient-safety escalation and advocacy serve different purposes. Use each where it is needed. |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|

## Sources and disclaimer

Use the current provider, national framework and local employer policy before a significant decision. Legal time limits may continue during internal procedures.

Core sources: GMC Good medical practice 2024; Acas workplace guidance; HSE Management Standards; national NHS speaking-up frameworks; current service provider pages.

### INDEPENDENT GUIDANCE

This workbook does not assess risk, diagnose illness, determine bullying or discrimination, calculate legal deadlines or replace individual advice.