

# Preferences for working together



The following pages provide space to outline your **preferences about how you and your main point of contact will work together** throughout the investigation. Where possible, these preferences will be considered and accommodated. Your preferences for involvement might change during the course of the investigation. You can revisit this and change your mind at any time.

## 1) How would you like to be involved in the investigation?

Please indicate which aspects of the investigation you would like to be involved in by ticking the relevant boxes below. You will be supported to be involved in the investigation as much as you would like to and feel able to.

- Be updated as the investigation progresses.
- Share my experience of the patient safety incident and what is important to me.
- Ask questions that I would like to be looked into as part of the investigation.
- Provide a summary from my perspective about what happened for the report\*.
- Check a copy of the report.
- Receive a copy of the final report.
- Be advised about additional support.
- All of the above.
- I do not want to be involved.

\*Please speak to your main point of contact to ask if this is possible. If so, they will give you more guidance about how long this should be and what it might include.

## 2) How would you like to be contacted throughout the investigation?

The best times and ways to contact me are:

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The specific dates and/or times that I do not want to be contacted are:

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**Please indicate how often you would like to be contacted by ticking the relevant box:**

- Not at all.
- Only at key points of the investigation e.g. when there is opportunity to provide or receive new information.
- Routinely throughout the investigation, regardless of whether there is opportunity to provide or receive new information.

If you would like to be contacted routinely, ideally, how often would that be?

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**3) What questions do you have?**

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**4) What additional support might you need?**

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**5) How would you, or the patient, like to be referred to within written communication such as the report? Please note, sometimes reports are anonymised.**

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**6) Are there any other things that you would like your main point of contact to know?**

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**What to do once you have completed these pages**

You can show your main point of contact what you have written here or you can keep it private, but use it to guide your conversation. Your contact will try and meet your needs wherever possible.