

# Checking the report



Once you have taken some time to read through the report, you can provide feedback within the timeframe agreed with your main point of contact. If you feel like you need more time, let your main point of contact know. At this point in the investigation it is unlikely that fundamental changes to the report are required. However, the prompts below may provide a useful way of organising your questions, feedback and reflections.

## What questions do you have about the information in the report?

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**Do you disagree with anything in the report? If so, please say how you would like to see it changed.** *Please note that it may not be possible to change information in the report. For example, you cannot change what is written in the clinical notes or the perspective of healthcare staff. All information is equally valuable. However, where you disagree with information that it is not possible to change, points of disagreement can be recorded.*

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**Having read the report, is there anything else you would like to discuss?**

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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.



**What you can do**

If you haven't discussed how you will check a draft version of the report and would like to know more, you can ask your main point of contact about it. You can get in touch with your main point of contact at any time during their working hours. If they are unavailable, they will get back to you as soon as they can.



**Why it's good to be involved**

It will help to make sure that the report captures your experience accurately and that you are able to raise any additional questions you may have. You will be supported to get involved in this if you would like to and feel able to.