

# Getting prepared for the report



Your main point of contact will discuss the key findings of the investigation with you. If you are unsure, it might be useful to ask the following questions to help to prepare you for receiving the report, and make a note of the answers:

**What does the report look and feel like? e.g. How long is it?  
What tone is it written in?**

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**How will the patient be referred to in the report?  
Will the report be anonymised?**

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**Does the report contain any unexpected information?**

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**Does the report contain any points of disagreement?**

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**Was the report unable to answer any of the questions it looked into?**

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**What are the key learning points and recommendations?**

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**How long do I have to read the report and provide feedback?**

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**After you've discussed the key findings**

Your main point of contact will share a copy of the report with you and ask for your feedback. At this stage the report is still in draft. They will also work with you to meet any additional support needs you might have. For example, translating the report into another language, using a larger font size or using different coloured paper.

As well as asking for your feedback, the report may also be sent to teams in the NHS Trust such as **governance**, **patient safety** or **legal teams**.