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| Service review request proforma |
| Updated May 2021 |

For completion by the chief executive or medical director of the healthcare organisation.

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| **Name:** | Click or tap here to enter text. |
| **Job title:**  | Click or tap here to enter text. |
| **Date:**  | Click or tap here to enter text. |
|  |
| **How did you hear about the Royal College of Physicians Invited Reviews service?** (Please select one or more of the options below) |
| * [ ]  RCP website

[ ]  Introduction - please specify: Click or tap here to enter text. | * [ ]  Independent enquiry

[ ]  Other - please specify: Click or tap here to enter text. |
|  |
| 1. **Name of healthcare organisation requesting a review**
 |
| Click or tap here to enter text. |
|  |
| 1. **What has prompted the request?**
 |
| Click or tap here to enter text. |
|  |
| 1. **Medical specialty of the service to be reviewed**
 |
| Click or tap here to enter text. |
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| 1. **a. What is the basis for the request for the review?**

(Please select one or more of the options below) |
| [ ]  Clinical practice[ ]  Delivery of care[ ]  Concerns over patient safety[ ]  Increased mortality rates[ ]  Team working[ ]  Clinical governance | [ ]  Technical services[ ]  Workload issues[ ]  Provision of medicine in a merging trust, or in small and/or isolated medical units[ ]  Service design/reconfiguration |
| 1. **Please provide further details**
 |
| Click or tap here to enter text. |
|  |
| 1. **How were the problems identified?**
 |
| Click or tap here to enter text. |
|  |
| 1. **a. What steps have been taken locally to address these issues?** (Please select one or more of the options below)
 |
| [ ]  Internal review[ ]  External review[ ]  Internal audit | * [ ]  External audit
* [ ]  Other - please specify: Click or tap here to enter text.
* [ ]  None
 |
| 1. **Results from steps taken locally**
 |
| Click or tap here to enter text. |
|  |
| 1. **a. Has the healthcare organisation taken any additional measures in resolving the question(s) that the review team will be asked to consider?**
 |
| Click or tap here to enter text. |
| 1. **Are any external agencies involved?** (Please select one or more of the options below)
 |
| [ ]  General Medical Council (GMC)[ ]  Care Quality Commission (CQC)[ ]  Practitioner Performance Advice (PPA formerly NCAS) | * [ ]  Other – Please specify: Click or tap here to enter text.

[ ]  None |
|  |
| * **Your organisation’s contact for media enquiries**
 |
| Contact name:  | * Click or tap here to enter text.
 |
| Position held:  | * Click or tap here to enter text.
 |
| Direct telephone number:  | * Click or tap here to enter text.
 |
| Mobile telephone number:  | * Click or tap here to enter text.
 |
| Email address:  | * Click or tap here to enter text.
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|  |
| * **Contact details for coordinator responsible for managing review arrangements:**
 |
| Contact name:  | * Click or tap here to enter text.
 |
| Position held:  | * Click or tap here to enter text.
 |
| Direct telephone number:  | * Click or tap here to enter text.
 |
| Mobile telephone number:  | * Click or tap here to enter text.
 |
| Email address:  | * Click or tap here to enter text.
 |
|  |
| * **Declaration and contact details**
 |
| Contact name:  | * Click or tap here to enter text.
 |
| Position held:  | * Click or tap here to enter text.
 |
| Direct telephone number:  | * Click or tap here to enter text.
 |
| Mobile telephone number:  | * Click or tap here to enter text.
 |
| Email address:  | * Click or tap here to enter text.
 |
| * **I declare that I agree to the review conditions set out in the** [**Invited Reviews - guidance for healthcare organisations**](https://www.rcplondon.ac.uk/sites/default/files/media/Documents/Invited%20Service%20Reviews%20-%20guidance%20for%20healthcare%20organisations_3_0_0.pdf)**.** (Please insert an electronic signature or print and sign this form)
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| * Please return this form with a covering letter addressed to Dr Adam de Belder, medical director of invited reviews, for the attention of:
 | * Invited Reviews Royal College of Physicians,
* 11 St Andrew’s Place,Regent’s Park, London NW1 4LE

Email: invitedreviews@rcp.ac.uk  |
|  |
| * The RCP may share details of the review with the respective RCP regional adviser in your region. If you do NOT wish for us to do please check this box [ ]
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