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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. | | |
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| **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. | | | |
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| 1. **What has prompted the request?** | | | |
| Click or tap here to enter text. | | | |
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| 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. | | | |
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| 1. **How were the problems identified?** | | | |
| Click or tap here to enter text. | | | |
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| 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. | | | |
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| 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 |
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| * **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](mailto:invitedreviews@rcp.ac.uk) |
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| * 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 | | | |