

Invited Reviews: Request Proforma

This form confirms a healthcare organisations intention to engage in an Invited Review with the Royal College of Anaesthetists (RCoA).

If you require any assistance with this form, please contact the Clinical Quality Administrator at: invitedreviews@rcoa.ac.uk or 020 7092 1571.

Name of Healthcare Organisation requesting a review:

Type of review required (tick as appropriate):

Structural reviews

Service review

Other (please specify)

Please provide a brief summary of the request:

Please provide brief details of the concerns you wish the reviewers to focus on during their visit:

Please specify the anticipated/expected outcomes of the invited review for the healthcare organisation:

Please briefly explain the event(s) prompting this request:

Which areas will the review need to cover?

Anaesthesia (Specialty)

Intensive Care Medicine

Anaesthesia/Intensive Care Medicine

Pain Medicine

Anaesthesia/Pain Medicine

Other (please state):

What local remedial action has been undertaken?

External Investigation

Internal Investigation

Internal Audit

External Audit

Questionnaire

Other (please state):

Please provide details on the outcome:

Request form completed by:

Name:		Position held:	
Healthcare organisation:			
Phone:		Email:	

Electronic signature

Please place your electronic signature in the box below by clicking on the Fill & Sign tab (top right of your screen) and following the instructions. More information about completing Fill & Sign [can be found here](#).

Signed: *		Date: *	
		[DD/MM/YYYY]:	

Please Note: The RCoA will not undertake a review if the GMC or Police are involved.

Upon request by the Care Quality Commission (CQC), or equivalent UK national health regulator, the RCoA will provide a copy of the invited review final report as signed and agreed by all involved parties.

Please ensure that this proforma is signed by the Chief Executive/Medical Director requesting the review.

PLEASE NOTE THAT ALL PATIENT/SERVICE/INDIVIDUAL RELATED DOCUMENTATION MUST BE ANONYMISED PRIOR TO SUBMISSION TO THE RCoA.

Please email the completed form to the Clinical Quality Administrator at invitedreviews@rcoa.ac.uk, or by post to Invited Reviews at the address below.

Royal College of Anaesthetists

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020 7092 1500 | invitedreviews@rcoa.ac.uk | www.rcoa.ac.uk/invitedreviews

 @RCoANews  RoyalCollegeofAnaesthetists **Information correct as at July 2017**

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