

Report Factual Accuracy Review

Report details

-  Report title: Click or tap here to enter text.
-  Report version: Click or tap here to enter text.
-  Date issued for factual accuracy check: Click or tap to enter a date.
-  Organisation completing the check: Click or tap here to enter text.
-  Named reviewer(s) and role(s): Click or tap here to enter text.
-  Date feedback returned:

Purpose of this review

The purpose of this factual accuracy review is to:

- Confirm the accuracy of factual information contained within the report.
- Identify any objective errors, omissions or misstatements of fact.
- Support confidence that the report fairly reflects records, timelines, roles and processes.

This review is not intended to:

- Challenge the investigation's analysis, interpretation or conclusions.
- Re-argue matters of judgement, professional opinion or learning.
- Propose new findings or additional recommendations.



Instructions for completion

Please identify specific factual issues, referencing the page number, section heading and paragraph. Provide supporting evidence from an appropriate source. General statements of disagreement without a factual basis should be avoided.

Section 1: Confirmation of factual accuracy

Please confirm whether, to the best of your knowledge:

- ☐ The factual content of the report is accurate
- ☐ Minor factual inaccuracies identified (see Section 2)
- ☐ Significant factual inaccuracies identified (see Section 2)

Section 2: Identified factual inaccuracies or clarifications

Use the table below for each issue identified.

Page / Section	Description of factual issue	Proposed correction	Evidence / source
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Section 3: Examples of acceptable evidence sources

- 📌 Clinical and care records: electronic patient records, paper medical notes, drug prescription and administration records, observation charts, care plans and assessments.
- 📌 Administrative and organisational records: referral forms, internal emails, incident reports, appointment letters, rota records.
- 📌 Policies and guidance: Trust policies, standard operating procedures, national guidance applicable at the time.
- 📌 Governance records: safeguarding documentation, Medical Examiner records, complaints logs, audit or assurance reports, training records.
- 📌 Contracts and commissioning documentation: domiciliary care contracts, service level agreements, visit logs, electronic call monitoring data.
- 📌 Communication records: emails, letters, telephone call logs, meeting minutes.

Section 4: Out-of-scope comments

Out-of-scope comments include disagreement with findings, learning points or recommendations, or reputational concerns. Such comments may be noted but will not normally result in changes.

Section 5: Declaration

I confirm that this factual accuracy review has been completed in line with the stated purpose and scope.

Name: [Click or tap here to enter text.](#)

Role: [Click or tap here to enter text.](#)

Organisation: [Click or tap here to enter text.](#)

Signature (if required): [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)



Investigator response (for completion by report author)

Response to factual accuracy comments: [Click or tap here to enter text.](#)

Changes accepted / not accepted (with rationale): [Click or tap here to enter text.](#)

Date finalised: [Click or tap to enter a date.](#)