

Evidencing Difficult Decision Making

Key Purpose:

- Identify context
- Assess risk
- Develop strategy
- Assist in reaching & justifying a decision
- Consider reviews
- To provide an audit trail
- To avoid complaints and legal action from being upheld

Top Tips:

- Start with a clear articulated question i.e. what is the decision or omission?
- Identify the realistic options
- Identify the decision
- Can the decision be delayed? If not make the decision

Bare essentials to be recorded:

- Record the decision with date and time
- Record all relevant facts/evidence to support the decision
- Record all options considered
- Record rationale/reason for that decision

Your notes should be written contemporaneously (at the time of the event), or as soon thereafter as was reasonable practicable, when events are still fresh in the memory.

Notes can be written on your behalf, but you must check them before you adopt them as your own. You can add to your notes later, provided you make this clear, and justify why.

