

**Adulterated clinical report**

***Practice* Based Scenario**

**About this document**

This document is designed to take you through a practice-based scenario to help you reflect on what you might do if faced with a similar situation. It can be used to guide your thoughts and prompt discussion with your colleagues. Working through this document counts towards your continuing professional development (CPD). Your reflections on this document are not assessed and you do not have to send your responses to the RCSLT.

You can work through it on your own, with a colleague or supervisor, or in groups, eg as part of an RCSLT Hub or Clinical Excellence Network.

This document is broken into six parts:

1. **The scenario:** for you to read
2. **The issues to consider:** for you to gather your thoughts on practice issues relating to this scenario
3. **Next steps:** for you to plan out what you would need to do next
4. **Prompts for consideration:** RCSLT prompts for further consideration
5. **Sources of further information:** links to professional guidance
6. **Update your CPD diary:** for you to do
7. **The scenario**

**You discover that parents who were not happy with your report have changed parts of it using technology.**

**They have shared it with the school and other agencies.**



**What do you do in this scenario?**

1. **The issues to consider**

**What do you need to consider?**

Think about the above scenario and its implications and jot down your notes about issues you may need to consider. Please feel free to use extra sheets of paper if you need. Or, if you are in a group, you may like to record on a whiteboard or flipchart.

1. **Next steps**

**What steps do you think you need to take next?**

1. **Prompts for consideration**

This is a potentially serious issue as the parents have tampered with a document which is an act of fraud. They may have done so innocently, or they may have done so in an attempt to improve outcomes for their child. You will need to consider the issues around the situation carefully and proceed with caution in order to protect your professional standing.

It is recommended that you think about the following prompt questions and formulate a considered strategy to deal with the problem.

Remember that if you are faced with a similar situation you will need to think about it in relation to the frameworks within which you work, such as the Health and Care Professions Council (HCPC) Standards, RCSLT professional guidance and resources, local and national policies and also policies of your employer (or your own policies if practising independently).

Please note that this list is not exhaustive and does not constitute legal advice.

**Prompt questions to consider**

1. Are there legal implications you need to report (eg issues of fraud)?
2. Are there issues around information governance?
3. Is there local guidance about this type of scenario?
4. Is there a need to report concerns or escalate the problem?
5. If you are practising independently, do you have a policy around information governance?
6. Have you kept hard copies of the original report?
7. Who has the original already been copied to?
8. Has the original report got a verified digital signature?
9. Do the recipients of the adulterated report know they have a false version of your report?
10. Was the amended report circulated using secure e-mail?
11. Are there underlying reasons why this may have happened in the first place? For example, have you communicated effectively with key stakeholders including service users?
12. How will you report the incident?

**Possible next steps**

1. Advise the parent of the ethical and security issues.
2. Make sure you leave a clear document trail.
3. Keep a copy of the amended report in the service user’s records.
4. Advise others who have received the amended report to destroy it in confidential waste and refer to the original version.
5. Reflect on your clinical relationship with the parents and how you support them. Why haven’t they communicated their concerns with the report directly to you?

***If you are working in the NHS:***

1. Report the situation to your line manager or supervisor.
2. Write an incident report.
3. Consult with your employer’s legal team.

***If you are working independently:***

1. Write an incident report.
2. Try to resolve the issue with parents or agencies.
3. Seek advice from ASLTIP.
4. Seek advice from your union.
5. **Sources of further information**

**The following information in the professional accountability and autonomy, and professional guidance sections of the RCSLT website is also particularly relevant:**

1 – [Promote and safeguard the interests of service users and carers](https://www.rcslt.org/professional-autonomy-and-accountability-guidance#section-5)

2 - [Communicate appropriately and effectively](https://www.rcslt.org/professional-autonomy-and-accountability-guidance#section-6)

6 - [Manage risk](https://www.rcslt.org/professional-autonomy-and-accountability-guidance#section-10)

8 – [Be open](https://www.rcslt.org/professional-autonomy-and-accountability-guidance#section-12)

9 – [Be honest and trustworthy](https://www.rcslt.org/professional-autonomy-and-accountability-guidance#section-13)

10 – [Record keeping](https://www.rcslt.org/professional-autonomy-and-accountability-guidance#section-14)

[Duty of care](https://www.rcslt.org/duty-of-care)

1. **Update your CPD diary**

Working through this scenario counts towards your continuing professional development (CPD). Once you have completed this scenario, please record this learning and your reflections in your CPD diary.