**Follow-up Form NE3b: Allegation of staff misconduct**

**resulting in actual or potential harm to a patient**

**The Private Dentistry (Wales) Regulations 2017**

Guidance on completing and submitting statutory notifications forms is available on our

**Part 1: The incident**

|  |  |  |  |
| --- | --- | --- | --- |
| **HIW Reference No** | **Establishment name** | **Patient Unique Identifier**  (Do not use name) | **Original notification form submitted**  (dd/mm/yyyy) |
|  |  |  |  |

**Part 2: Follow-up information about the allegation**

|  |  |
| --- | --- |
| **Has an internal review/ investigation into this incident been completed?** If yes, please attach a copy of the report or provide a summary of the investigation findings and recommendations. |  |
| **What actions have been identified/ implemented following the allegation?** |  |
| **Any issues identified for shared learning/action?** |  |
| **Has a misconduct investigation been initiated?** |  |
| **If yes, please provide details including:**   * **Date of hearing** * **Action taken by the Registered Person** * **Outcome of investigation/ hearing** |  |
| **Have any of the organisation’s policies/ procedures been reviewed or adjusted as a result of the incident?** (Please state names of policies and provide details of any changes) |  |
| **How have any changes been communicated to staff/ patients/ relatives/ carers?** |  |
| **Are any other agencies involved?**  If yes, please provide details |  |
| **Professional organisation (e.g. GDC))** |  |

**Part 3: Form completed by**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Job title** | **Email address** | **Date** (dd/mm/yyyy) |
|  |  |  |  |

**Please return completed forms to Healthcare Inspectorate Wales via Objective Connect or via recorded delivery to Healthcare Inspectorate Wales, Welsh Government Buildings, Rhydycar Business Park, Merthyr Tydfil, CF48 1UZ.**

**If you do not have an Objective Connect account please contact HIW on**

**0300 062 8163.**

**General Data Protection Regulation 2016**

HIW, on behalf of the Welsh Government uses this information to process the notification and will share your information with other regulatory bodies, law enforcement agencies and with others within the Welsh Government if needed.

The information provided on the notifiable event forms enables HIW to assess the conduct of health care establishments and agencies in light of the regulatory requirements imposed by the Regulations and what, if any, action is required from a regulatory perspective to ensure ultimately that patients are being appropriately safeguarded.

The Welsh Government will hold your data for 10 years following closure in line with audit requirements.

You have the right to access the personal data we are processing about you, rectify inaccuracies, in certain circumstances object to processing or erasure of your data and lodge a complaint.

For further details and the full Privacy Notice is available at [www.hiw.org.uk](http://www.hiw.org.uk)