**NHSScotland Workforce Policies Investigation Process**

**Investigation Meeting Note Template**

**<DD/MM/YYYY>**

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| Interviewee: | <Name and Job Title> |
| Representative / Colleague (if applicable): | <Name and Union or Job Title> |
| Investigating Manager: | <Name and Job Title> |
| HR Representative: | <Name and Job Title> |
| Professional / Technical / Educational Adviser (if applicable): | <Name and Job Title> |
| Note Taker (if applicable): | <Name and Job Title> |
| **\*Delete as applicable**  **Introduction**  <Interviewee name> was informed that the interview was being held under the NHSScotland Workforce Policies Investigation Process into <brief description of incident/allegation>.  [\*It was noted that <Interviewee name> was content to proceed without representation./\* <Interviewee name> was represented by <Trade Union Representative name and Union>./\* <Interviewee name> was accompanied by <Name and Job Title>.  The Chair acknowledged that such meetings can be difficult and indicated that an adjournment could be requested at any point.  \*Individual under investigation:  The Chair explained that they would be asked a series of questions in relation to the incident/allegations and to give their view of the incident. <Interviewee name> was informed that they would receive a note of meeting which they would be asked to check and confirm for accuracy. If there were major areas of disagreement, the notes would be appended to those prepared by the investigation team and would be shared in all further processes. <Interviewee name> was advised that their statement would form part of the investigation report and they would be given a copy of this.  The 3 potential conclusions following the investigation are:   * the allegation is not upheld * the evidence and / or nature of the concern / incident justifies learning outcomes which may fall within the [NHSScotland Workforce Capability Policy](https://workforce.nhs.scot/policies/capability-policy-overview/" \o "Capability Policy overview) * the evidence justifies referral to a formal panel under the relevant NHSScotland workforce policy   It was noted that in some circumstances, statements may be shared with other bodies such as the police or regulatory bodies depending on the nature of the allegations. <interviewee name> was also told that they were free to submit any additional evidence or personal statement that they wished the investigation team to consider. | |

**\*The investigating officer should prepare question areas or questions to give a structure to the interview and ensure that details are not missed. Depending on the answers additional questions can be added during the interview**

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| Question 1: Can you give your name and job title and give a brief description of your duties. |
| Response |
|  |
| Question 2: I have been informed that you accessed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ record(s) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_, is this correct? |
| Response |
|  |
| Question 3: Can you explain the reasons for accessing the record? Was this for genuine work related reason or personal reason? |
| Response |
|  |
| Question 4: Do you think this was acceptable? Did you inform your manager at the time of your access? |
| Response |
|  |
| Question 5: Why did you not contact appropriate department direct for this information? |
| Response |
|  |
| Question 6: Have you accessed any other records or used any other systems to check for information/ for personal reasons? |
| Response |
|  |
| Question 8: What is your understanding of confidentiality? |
| Response |
|  |
| Question 9: Are you aware that you should only be accessing information for which you have a genuine work related reason? |
| Response |
|  |
| Question 10: Are you aware that if you access information for which you do not have a genuine work related reason then this may be considered as a breach of the Data Protection and Confidentiality Policy? |
| Response |
|  |
| Question 11: Are you aware of the FairWarning system which is communicated to staff on joining NHS and is displayed clearly every time staff log on to their PC? Please detail?  *[Following staff members answer read out] To access your PC you must click OK by clicking ok you are confirming that you will abide by NHS Fife’s Policies on Confidentiality and Information Security.*  *By clicking OK you are also agreeing that No records should be accessed unless they are specifically needed by you in the course of your work this includes your own records. Inappropriate accession of records will be investigated and may result in disciplinary action (including dismissal) being taken against the individual responsible.*  *Remind the member of staff that FairWarning is a privacy monitoring solution that detects unauthorised or inappropriate access to NHS Fife electronic records.*  *Examples of privacy breaches given in the communication are:-*   * *Accessing a friend or family members NHS electronic record for a non work related reason* * *VIP snooping – unauthorised or unnecessary examination of the records of footballers or sports starts, politicians, media personalities and criminals* * *Other Snooping – access the records of colleagues, friends, family members or neighbours. This access may be malicious and / or simple nosiness, it may even be at the request of these individuals – all are breaches of the policy.* * *Logging on as someone else – using the logon of a fellow member of staff, even in the course of treating a legitimate patient, breaches the policy* |
| Response |
|  |
| Question 12: Is your Turas Learn/learnpro module on Information Governance up to date? This needs to be completed every three years |
| Response |
|  |
| Question 13: Is there anything else you would like to add or like to say in mitigation? |
| Response |
|  |
| Question 14: [MANAGER INSERT OTHER RELEVANT QUESTIONS] |
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The Chair thanked <interviewee name> for attending the meeting and providing information to assist the investigation. They advised that the notes of the meeting would be issued in the near future and asked <interviewee name> to consider them carefully to confirm their accuracy.

Chair confirmed that process from here is <Further investigations required and they may be contacted to attend a reconvened investigatory hearing> **or** <report will be prepared and all the information gathered considered before giving an outcome>. On completion of investigation, Investigation report should be completed within 21 days and an outcome given in 21 days at the latest, if there are any delays this will be communicated to <interviewee name>.

Meeting concluded.

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DO NOT DETACH

\* I confirm these notes of the investigation meeting held on <DD/MM/YYYY> are an accurate description of the discussion.

Or

\*I have made amendments to the notes of the investigation meeting held on <DD/MM/YYYY> for consideration.

Signed:.........................................................Date:................................

\*Please delete as appropriate.