Within NHS Lothian there are two generic consent forms namely Consent Form 1 and Consent Form 2. If these consent forms are not being used for proposed procedures or courses of treatment it is essential that the consent form being used has the following:

1. **Patient and Hospital Details**
   - Hospital/Location where proposed procedure will take place
   - Patient’s Surname
   - Patient’s First Name(s)
   - Date of Birth
   - CHI Number
   - Hospital Number

   The above details can be in label format.

2. **Proposed Procedure or Course of Treatment**
   - The name of proposed procedure or course of treatment. This should include a brief explanation if medical term is not clear.

3. **Statement of Clinician**
   - The intended reasons for or benefits of the procedure or course of treatment
   - The serious or frequently occurring risks
   - A section on extra procedures that may be necessary during the procedure. There should be adequate space to detail the other procedures.
   - A section on providing a leaflet or tape on the proposed procedure.
   - A section for the healthcare professional to sign. This section should include signature, printed name, job title and date.

4. **Statement of Interpreter**
   - A section for an interpreter to sign. This section should include signature, printed name and date.

5. **Statement of Patient/Parent/Guardian**
   - This should include statements as to whether the patient agrees or understands the following:
     - The proposed procedure/treatment
     - The use of photography for the purpose of diagnosis and treatment
     - Permission for a healthcare professional student to examine under anaesthesia but to only involve parts of the body relevant to current medical condition
     - That a particular person cannot be guaranteed to carry out the procedure
     - Opportunity to discuss details of anaesthesia with an anaesthetist
     - That any other procedure will only be carried out if it is necessary to save the patient’s live or prevent serious harm to their health
     - That the patient has been informed of additional procedures and has listed procedures that they do not wish to be carried out
     - That the patient has been informed that they can change their mind at any time even after signing the consent form
   - A section for the patient/parent/guardian to sign/mark.
• A section for a witness to sign if a patient is unable to sign/mark or young people/children want a parent to sign.

6. Confirmation of Consent
• A section for confirmation of consent. This should include signature, name, job title and date.

7. Other
• A section on advance directive/living will
• A section for the patient to sign and date if they have withdrawn consent

8. Completion of Consent Forms
• No abbreviations should be used on any part of the consent form.
• If the consent form has two or more pages the CHI number should be on all pages. Where no CHI exists a unique patient identifier should be used.
• Clinicians completing the consent form must print their name.

The above sections should be included on all consent forms. Additional information may be added for specialist procedures. All specific procedure consent forms have to be approved by the NHS Lothian Clinical Documentation Group having first been ratified by the relevant Clinical Management Team.

A footer to include the originator of the consent form, version, and date of issue, review date and page numbers and totality of pages must also be evident. See NHS Lothian Clinical Documentation Standards 2009.