THE DOCUMENTATION DEFENCE™

Consent Conversation Checklist

A prompt for the meaningful discussion that sits behind the signature.

Educational prompt only. Adapt it to the patient, treatment, your profession, scope, current guidance, insurer terms, clinic policy and record system. This is not legal advice and does not certify compliance. Do not place identifiable patient information in an unsecured copy.

☐	The proposed treatment or no-treatment decision is clear.
☐	The patient's goals, priorities and expectations are recorded.
☐	Expected course, likely benefits and realistic limitations were discussed.
☐	Risks relevant to the treatment and this patient's decision were discussed under current professional guidance.
☐	Alternatives, including no treatment where relevant, were discussed.
☐	Costs, recovery or practical commitments were covered where relevant.
☐	The patient had an opportunity and suitable time to ask questions.
☐	Questions asked and answers given are visible in the record.
☐	Any concern, preference or factor that shaped the decision is recorded.
☐	Understanding was checked in a way appropriate to the conversation.
☐	The decision was voluntary and confirmed before treatment.
☐	Any later change to the plan triggered a linked consent discussion and record.

What mattered most to this patient	
Risk or limitation given extra attention	
Patient's main question and my response	
How understanding was checked	
Final decision and time confirmed	