DATE

INSERT NAME

INSERT FACILITY

INSERT ADDRESS

Dear [*Insert Name*]

I am writing to advise you that the Preliminary Risk Assessment (**PRA**) team appointed on [Insert date] to review the clinical incident **[insert the incident management system number],** has identified that the incident raises issues that may relate to individual conduct.

The PRA team is of the opinion that the incident raises matters that may involve (*Please delete whichever of the following is not relevant*).

Professional misconduct or unsatisfactory professional conduct

(*Mandatory reporting requirement*)

Or

A person suffering from an impairment

(*Mandatory reporting requirement*)

Or

Unsatisfactory professional performance

(*Discretionary reporting*)

The above concerns of the PRA team relate to [insert name of the staff member who is of concern]. In brief the matter of concern is [Insert a brief outline of the matter of concern].

The matter is referred to you for your consideration for action.

Yours sincerely

Signature

Name

Designation

Lead PRA assessor