

Use the checklist below to evaluate your practice's informed consent processes and identify potential areas for improvement.

	Yes	No
<i>Informed Consent Fundamentals</i>		
Does your informed consent process involve discussions with patients about the benefits and risks of procedures or treatment (and not merely a signed form from the patient)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware that informed consent is a nondelegable duty, which must be performed by the treating healthcare provider?	<input type="checkbox"/>	<input type="checkbox"/>
Are all members of your staff who participate in the informed consent process properly trained and credentialed?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a good understanding of the statutes and regulations related to informed consent in the states in which you practice?	<input type="checkbox"/>	<input type="checkbox"/>
Do your informed consent forms adhere to applicable federal and state statutes and regulations concerning informed consent?	<input type="checkbox"/>	<input type="checkbox"/>
If treating pediatric patients, do you know the laws governing informed consent for minors in the states in which you practice?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Informed Consent Policies and Processes</i>		
Does your practice have a policy for handling complex situations in the informed consent process, such as treating a patient with cognitive disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
Does the type of procedure or treatment, and its complexity, govern the thoroughness and level of detail presented during the informed consent process?	<input type="checkbox"/>	<input type="checkbox"/>
Do you tailor the informed consent process to the individual patient and his/her specific condition and circumstances?	<input type="checkbox"/>	<input type="checkbox"/>
As part of the informed consent process, do you consider each patient's: <ul style="list-style-type: none"> • Current understanding of his/her condition? • Overall capacity to understand the information provided? • Cultural, religious, or ideological circumstances, which might affect his/her decision-making process? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Checklist: Informed Consent

	Yes	No
<i>Informed Consent Policies and Processes (continued)</i>		
Does your informed consent process, and form (if applicable), include the basic elements, such as: the patient's name, the name of the procedure, a description of the procedure, the benefits/risks associated with the procedure, alternative treatment options, the patient's signature acknowledging their understanding of the procedure or treatment, and a witness signature?	<input type="checkbox"/>	<input type="checkbox"/>
When a patient refuses treatment, do you follow a similar process to the one you use for informed consent (e.g., discussion of the benefits/risks of not pursuing treatment)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use comprehensive and valid forms during the informed consent process for patients who are participating in research or investigational procedures/ treatment?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patient Comprehension</i>		
During the informed consent process, do you use layman's terms and avoid legalese and medical jargon?	<input type="checkbox"/>	<input type="checkbox"/>
Are all written materials provided to your patient during the informed consent process, including forms and patient education pieces, written in plain language?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have interpreters and auxiliary aids available as part of the informed consent process for patients with limited English proficiency or disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use techniques such as "teach-back" and "show me" to assess patient comprehension of the informed consent process?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Informed Consent Documentation</i>		
Do you have a process for documenting informed consent (or informed refusal) discussions with the patient in the patient's medical record?	<input type="checkbox"/>	<input type="checkbox"/>
Do you document the informed consent (or informed refusal) in each patient's record, regardless of the complexity of the procedure?	<input type="checkbox"/>	<input type="checkbox"/>

DISCLAIMER: The guidelines or recommendations provided herein should not be construed as legal advice, and do not ensure a successful outcome. The ultimate decision regarding the appropriateness of any treatment must be made by each healthcare provider in light of all circumstances prevailing in the individual situation and in accordance with the laws of the jurisdiction in which the care is rendered.

Checklist: Informed Consent

	Yes	No
<i>Informed Consent Documentation (continued)</i>		
<i>Does your informed consent or informed refusal documentation include:</i>		
<ul style="list-style-type: none"> • A description of the procedure or treatment recommended to the patient, and the purpose of the procedure? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The benefits and risks of the procedure or treatment, as discussed with the patient? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The patient's acceptance or refusal of the treatment plan (including reason for refusal, if applicable)? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • A description of any education (written or verbal) provided to the patient regarding the procedure or treatment? 	<input type="checkbox"/>	<input type="checkbox"/>
Do you include signed informed consent forms in every patient's record?	<input type="checkbox"/>	<input type="checkbox"/>

DISCLAIMER: The guidelines or recommendations provided herein should not be construed as legal advice, and do not ensure a successful outcome. The ultimate decision regarding the appropriateness of any treatment must be made by each healthcare provider in light of all circumstances prevailing in the individual situation and in accordance with the laws of the jurisdiction in which the care is rendered.