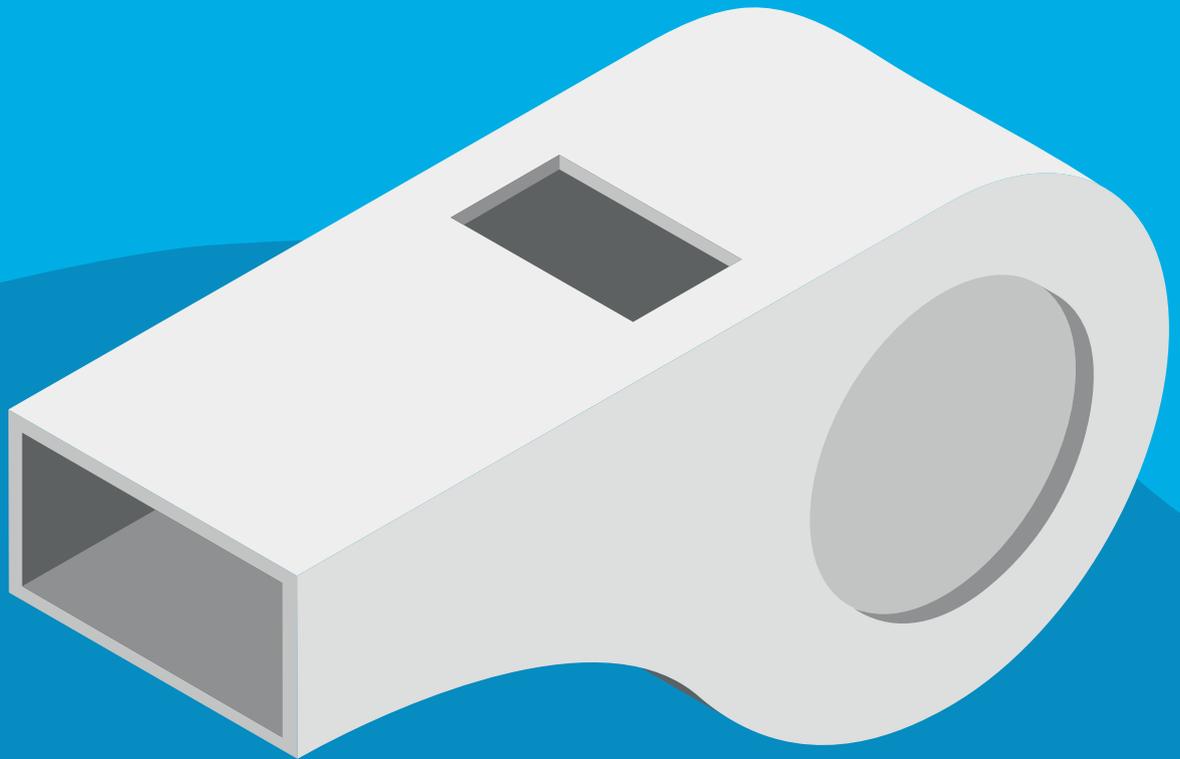


# How to report Whistleblowing on Datix

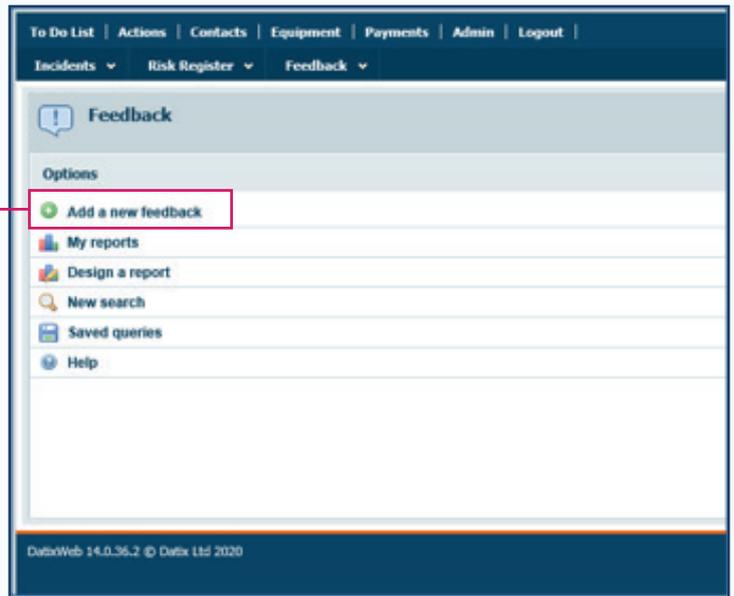


# Recording the Whistleblowing Concern

## Step 1

To record a Whistleblowing Concern on the Datix system, login to Datix and navigate to the **Feedback Module** by clicking **'Feedback'** on the top menu bar.

Then click the option to **'Add a new feedback'**



## Step 2

On the feedback form select **'Whistleblowing Concern'** as the type of feedback you are recording. The Whistleblowing form will then be displayed.



## Step 3

A screenshot of the 'Details of Whistleblowing Concern' form. The 'Type' field is set to 'Whistleblowing Concern'. The form includes several sections: 'Additional Information' with a checkbox for 'Would you like to attach any documents?'; 'Details of Whistleblowing Concern' with a large text area for 'What is the nature of the concern?'; 'Service area to which the whistleblowing concern refers' with a dropdown menu; 'Does the whistleblowing concern include an element of any of the following?' with a dropdown menu; 'Has the person raising the concern experienced any detriment?' with a dropdown menu; 'Has an incident been logged on Datix relating to this concern?' with a dropdown menu; 'How was the whistleblowing concern received?' with a dropdown menu; 'Date concern was received' with a date picker; and 'Date the event occurred (if known)' with a date picker. At the bottom right, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red box.

Once all the relevant information has been entered click the **submit button** at the bottom of the screen.

# Investigation

The following screenshots detail what information should be completed on the **Whistleblowing investigation form**.

The first part of the form (**Feedback details**) will be mainly completed by Datix admin – only Datix admin and the person named as the Handler (the manager investigating the Whistleblowing Concern) will have access to the record on Datix. The Datix administrator will only access the Whistleblowing Concern on Datix to populate the Handler field.

Datix Feedback Form (COM2)	
<b>Feedback Details</b>	
People involved	
Details of investigation	
Progress notes/Telephone calls	
Documents	
Communication and feedback	
ISO	
Greatex	
Templates	
Linked Records	
<b>Whistleblowing Concern</b>	
Print	

Name and Reference	
Ref	DC-1925
ID	1925
Current approval status	Unapproved
Handler	

Details of Feedback	
Type	Whistleblowing Concern
★ Current Stage	
★ Approval status after save	Unapproved

Save Cancel

The Whistleblowing Concern investigation comments should be added to the **'Whistleblowing Concern'** tab on the left hand menu option.

Whistleblowing Concern	
<b>Details of Whistleblowing Concern</b>	
Whistleblowing stage	
What is the nature of the concern?	Testing
Service area to which the whistleblowing concern refers	Clinical Governance Department
Does the whistleblowing concern include an element of any of the following?	Harassment
Has the person raising the concern experienced any detriment?	No
How was the whistleblowing concern received?	Email
Has an incident been logged on Datix relating to this concern?	No
Date incident was logged	
Incident ref	
<b>Consent</b>	
Is this whistleblowing concern being raised on behalf of another person?	
Has this person given consent to do so?	

Key Dates	
Date concern was received	<input type="text" value="19/01/2021"/>
Date the event occurred (if known)	<input type="text"/>
Date whistleblowing concern was closed	<input type="text"/>
Outcome and Findings	
Outcome - Early Resolution (stage 1)	<input type="text"/>
Outcome - Investigation (stage 2)	<input type="text"/>
Findings	<input type="text"/>
Person Raising Whistleblowing Concern - NB - CONFIDENTIAL	
Name of person making the whistleblowing concern	<input type="text"/>
Preferred method of contact	<input type="text"/>
Email address	<input type="text"/>
Telephone number	<input type="text"/>
Address	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Once the **Whistleblowing Concern** has been investigated and closed, the field **'Current Stage'** on the **Feedback Details** tab should be changed to **'Closed'**

Datix Feedback Form (COM2)	
<b>Feedback Details</b>	<b>Name and Reference</b>
People involved	Ref <input type="text" value="DC-1925"/>
Details of investigation	ID 1925
Progress notes/Telephone calls	Current approval status Unapproved
Documents	Handler <input type="text"/>
Communication and feedback	<b>Details of Feedback</b>
ISD	Type Whistleblowing Concern
Greatex	★ <b>Current Stage</b> <input type="text" value="Open"/>
Templates	★ Approval status after save Unapproved
Linked Records	
<b>Whistleblowing Concern</b>	
Print	<input type="button" value="Save"/> <input type="button" value="Cancel"/>





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