

# Investigation Tip Sheet 4

## Responding to a Report or Summary of Findings

**Note:** Many investigations will only give a brief conclusion or what is commonly referred to as a “Summary of Findings” and not the entire

**Time to make the decision** – Do you or don’t you respond to the findings. You need to explore and discuss the pros and cons of both with the member.

If the member chooses to respond, be very careful how word the response is worded.

Make sure that you always reserve the right to make additional comments and maintain your right to challenge any decisions made through the process.

This part of the investigation process is an ongoing continuation of gathering more information for a potential grievance.

Carefully review the report or the “Summary of Findings”. Both you and the member should review and make notes paying particular attention to any discrepancies that may exist.

The Investigator will have made conclusions on “The Balance of Probabilities”.

The Ministry will typically request your review and ask for additional comments, clarification, or any new evidence.

Although the documents may state “Do Not Copy”, it’s suggested you make a copy to work off of (highlight, make notes etc.)

You should then review the findings with the member and compare your notes to theirs and then draft the response accordingly and if so decided by the member.



MEMBER EDUCATION