

Decision & Review Framework

Use the ORVIA method to test a position and track what happens next.

For: Anyone preparing a proportionate decision or reviewing an unresolved issue.

OBSERVE - Gather what is there

- State the review question, scope and immediate concerns. Bring the relevant records and accounts together.
- Identify what is known, reported, inferred or missing. Do not delay an appropriate urgent human response while completing a review.

REVIEW - Compare accounts

- Check chronology, context, sources and versions. Look for contradictions and duplicated accounts.
- Ask what else could explain the same facts and what evidence would challenge your current view.

VERIFY - Test what is supported

- Check each important assertion against an identifiable source. Record what the check established and its limits.
- Use an independent source where available. If something cannot be verified, mark it unresolved.

INTERPRET - Explain the meaning

- Separate observations from interpretations and recommendations. Explain uncertainty and the alternatives considered.
- Consider who is affected, what authority is needed and what professional input is required.

ACT - Own the next step

- Give each agreed action an owner, deadline and evidence of completion. Record the authorised decision-maker.
- Agree a recheck date. Ask whether the action was implemented, worked as intended and held over time.

Check your preparation

Use this checklist before sharing the pack or making the next decision. Record unresolved items; do not tick them off by assumption.

- ☐ The review question and boundaries are agreed.
- ☐ Assertions link to sources and checks.
- ☐ Competing explanations have been considered.
- ☐ Uncertainty is visible in the conclusion.
- ☐ The decision-maker and their authority are clear.
- ☐ Actions have owners, dates and completion evidence.
- ☐ Effectiveness and a later recheck are planned.

Editable templates included

Review worksheet: Question or assertion, Observation and source, Competing account, Verification check, What is established, What remains uncertain, Interpretation, Proposed action, Authorised reviewer, Decision date

Action and recheck tracker: Action ID, Agreed action, Owner, Due date, Completion evidence, Implementation checked by, Implementation date, Effectiveness measure, Effectiveness result, Recheck date, Sustained result, Status

How to use the templates

Open the CSV file in Excel, Google Sheets or another spreadsheet app. Keep one item per row. Use a clear source reference and mark uncertainty. Save a dated working version; preserve the original material separately.

Scope and boundaries

These are general preparation tools. They do not certify compliance, decide legal merits or replace clinical, safeguarding or professional judgement. Use the appropriate authorised route for urgent risk. Only collect and share material you may lawfully access.

When independent support adds value

Independent review adds external challenge, source checks and a scoped written output. The extent of verification is agreed before work begins.

Download this kit and its editable files at <https://orvia.org.uk/resources/review-framework>

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