

Traffic light decision tool

Choosing the right consent process

How to use this tool:

Use the traffic light decision tool to sense-check your consent process before rollout. Green means likely workable. Amber means refine it. Red means do not proceed.

Map it first

Map one workflow.
Test it.
Then scale it.

Red light

(do not roll yet)



- You cannot reliably identify the patient or record consent.
- You do not know where the record will be stored or retrieved.
- The required forms, systems, or workflows are not ready.
- Staff do not know roles, wording, or what to do if the patient cannot consent directly.
- The process is likely to create confusion, delays, or inconsistent practice.
- Higher-complexity settings have not been worked through.

Amber light

(refine before rollout)



- You are still choosing between paper, digital, or mixed methods.
- The workflow does not yet work across all settings.
- Staff are unclear on when or how to capture consent.
- Vendor or system readiness is not yet confirmed.
- You still need a process for patients who cannot easily consent.
- You do not yet have a simple patient explanation ready.

Green light

(likely workable)



- Consent timing is decided.
- The method is simple for staff and patients.
- The workflow works across common appointments.
- Forms, software, and record storage are ready.
- Staff know what to say, do, and record.
- The process has been tested on a small scale.

This infographic was created using material provided by Northern Queensland PHN