

## Action Plan

Service Name:	Scottish Epilepsy Centre
Service number:	CS2003010218
Service Provider:	Quarriers
Address:	Scottish Epilepsy Centre 20 St. Kenneth Drive Glasgow G51 4QD
Inspector:	Karen Malloch
Date Inspection Concluded:	11 June 2015

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
<p><b>Quality Statement 1.4</b></p> <p><b>Recommendation</b></p> <p><b>We recommend that the service should:</b></p> <p><b>a</b> update all policies and procedures to reflect Healthcare Improvement Scotland as the regulating body (see page 13). National Care Standards – Independent Hospitals (Standard 20 – Medicines management)</p>	<p>A proforma will be completed to Quarriers Quality department to escalate a review of the medication standard to include notification of medications errors to Healthcare Improvement Scotland. The proforma will also request a review of all policies and procedures</p>	1 month	Sam Simpson

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Requirements and Recommendations	Action Planned	Timescale	Responsible Person
<p><b>Quality Statement 2.4 Requirements</b> None</p> <p><b>Recommendation</b> <b>We recommend that the service should:</b></p> <p><b>b</b> review and align current policies and procedures in relation to infection prevention and control and ensure that these comply with the new HAI standards (see page 15). National Care Standards – Independent Hospitals (Standard 13 – Prevention of infection)</p>	<p>The service will align policies for infection control to comply with HAI Standards February 2015.</p> <p>As the organisation policy has been updated to reflect up to date policy and guidance the SEC local policy is no longer essential. This will be reviewed and if where appropriate superseded by Quarriers standard.</p> <p>Quarriers recent Infection control standard (May 2015) refers and complies with the HAI standard.</p> <p>The service will review its audit system to measure against the updated HAI standard.</p>	3 months	Gerard Gahagan

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
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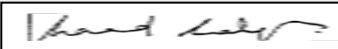
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<p><b>Quality Statement 3.2 Requirements</b> None</p> <p><b>Recommendation</b> <b>We recommend that the service should:</b></p> <p><b>c</b> ensure that staff induction is specific to the job role and induction documentation is completed (see page 17). National Care Standards – Independent Hospitals (Standard 10.7 – Staff)</p>	<p>The service will implement staff induction systems relevant to each role.</p> <p>The Unit Manager will liaise with Training Department to develop unique induction templates for each role.</p>	6 months	Unit Manager
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<b>Requirements and Recommendations</b>	<b>Action Planned</b>	<b>Timescale</b>	<b>Responsible Person</b>
<p><b>Quality Statement 4.4 Requirement</b> <b>The provider must:</b></p> <p><b>1</b> notify Healthcare Improvement Scotland about any events in line with the Healthcare Improvement Scotland Notification Guidance for Providers (see page 19). Timescale – immediately on receipt of this report <i>s10J (5) The National Health Service (Scotland) Act 1978</i></p>	<p>The Head of Service will ensure HIS are informed in all areas as indicated in Notification Guidance for Providers. This will be systematic in line with accident reporting and timely.</p> <p>All staff will be made more aware of notification guidance.</p>	Immediate	Gerard Gahagan

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<p><b>Recommendation</b>  <b>We recommend that the service should:</b>  <b>d</b> review the format of the incident reporting forms and ensure that Healthcare Improvement Scotland is included as the regulating body (page 19).          National Care Standards – Independent Hospitals (Standard 12 – Clinical effectiveness)</p>	<p>A proforma will be completed to Quarriers Quality department to escalate a review of the incident report forms to include Healthcare Improvement Scotland.</p>	<p>1 month</p>	<p>Isobel Aitchinson</p>
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Name	Gerard Gahagan
Designation	Head of Service - Enilensv
Signature	
Date	20 / 7 /15

**In signing this form, you are confirming that you have the authority to complete it on behalf of the service provider.**

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