

Action Plan

Service Name:	Mac A Aesthetics
Service Number:	02200
Service Provider:	Alison Macleay
Address:	75 High Street, Alness, IV17 0SH
Date Inspection Concluded:	28 November 2023

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
<p>Requirement 1: The provider must carry out a risk assessment on its ventilation system in the treatment room to mitigate against any risk associated with using a non-compliant system until this can be upgraded to conform with national guidance for specialised ventilation for healthcare premises (see page 18).</p> <p>Timescale – by 9 February 2024</p>	Noted.	Variable as to cost and level of ventilation required for the treatments carried out.	A.macleay
<p>Recommendation a: The service should develop and implement a process for reviewing its vision, purpose, aims and objectives and assessing their effectiveness (see page 11).</p>	Noted. Will work towards this	ongoing	A.macleay

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Recommendation b: The service should formally record the minutes of discussions between the service manager and prescriber, that lead to changes and improvements to the service. These should include any actions taken and those responsible for the actions (see page 11).	Minutes will be taken at staff meetings and kept for HIS to review at the next inspection. Improvements will be documented and improvements actioned if able.	ongoing	A.macleay
Recommendation c: The service should develop a process of keeping patients informed of the impact their feedback has on the service (see page 12).	Discussing different ideas of how this will happen.	ongoing	a.macleay
Recommendation d: The service should implement a regular programme of checking and documenting medicine stock expiry dates (see page 16).	Excel spread sheet will be started and dates and drugs will be uploaded and checked regularly	ongoing	A.macleay
Recommendation e: The service should further develop their quality improvement plan that demonstrates and directs the way it measures improvement (see page 16).	Noted. I will work towards this by developing a an action plan or how best to do this.	ongoing	A.macleay

Name	Alison macleay	
Designation	Aesthetics Nurse	
Signature	Alison macleay	
	Date	29/1/24

Guidance on completing the action plan.

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- **Action Planned:** This must be a relevant to the requirement or recommendation. It must be measurable and focussed with a well-defined description of how the requirement/recommendation will be (or has been) met. Including the tasks and steps required.
- **Timescales:** for some requirements the timescale for completion is immediate. If you identify a requirement/recommendation timescale that you feel needs to be extended, include the reason why.
- Please do not name individuals or an easily identifiable person in this document. Use Job Titles.
- If you have any questions about your inspection, the requirements/recommendations or how to complete this action plan, please contact the lead inspector.

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