

Action Plan

Service Name:	Edinburgh Dental Specialists
Service Number:	01206
Service Provider:	Portman Healthcare Limited
Address:	178 Rose Street, Edinburgh, EH2 4BA
Date Inspection Concluded:	6 February 2024

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
Requirement 1: The provider must ensure the local rules for the handheld intraoral X-ray machines are updated to detail the safe operating procedure for this equipment in each of the treatment rooms (see page 17). Timescale – by 24 May 2024.	Hand held xray unit serviced in March. DentRPA provided updated local rules. Updated in all treatment rooms (please see attached picture)	1/05/2024	DPM
Requirement 2: The provider must ensure that appropriate Disclosure Scotland background checks are carried out: a) on all staff before they begin working in the service, and b) on all staff currently working in the service. Checks must be recorded and retained on staff files (see page 20). Timescale – immediate	All colleagues and clinicians have existing Disclosure Scotland. Some of them have disclosures with previous business name -KLSM Scotland Ltd and we are in process of getting them all changed to Portman Healthcare Ltd. All applications submitted, waiting for Disclosure Scotland to return them.	In progress	PM

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<p>Requirement 3: The provider must undertake a risk assessment that details how and when the ventilation in the treatment rooms and decontamination room will be upgraded to meet national guidance for specialised ventilation for healthcare services (see page 21). Timescale – by 24 May 2024</p>	Working on it with Portman Property and compliance team	24/05/2024	PM
<p>Requirement 4: The provider must undertake a risk assessment that details how and when the clinical hand wash basins and taps in the treatment rooms and decontamination room will be upgraded to meet current guidance about sanitary fittings in healthcare premises (see page 21). Timescale – by 24 May 2024</p>	Working on it with Portman Property and compliance team	24/05/2024	PM
<p>Recommendation a: The service should ensure patients are kept informed of any changes made to the service as a result of their feedback (see page 13).</p>	Sharing updates on social media, our website, posters within the practice	ongoing	PM
<p>Recommendation b: The service should produce a duty of candour report each year and make it available to its patients (see page 17).</p>	Working on it with Portman compliance team	24/05/2024	PM
<p>Recommendation c: The service should ensure all clinical staff are trained in the duty of candour principles (see page 17).</p>	Working on it with Portman compliance team	24/05/2024	PM

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Name	Magda Stochmal		
Designation	PM		
Signature	<i>Magda Stochmal</i>	Date	5/04/2024

Guidance on completing the action plan.

- **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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