

Action Plan

Service Name:	Eaton Occupational Health
Service number:	01891
Service Provider:	Eaton Occupational Health Limited
Address:	Crombie House, 72-90 Crombie Road, Aberdeen, AB11 9QP
Date Inspection Concluded:	18 November 2022

Requirements and Recommendations	Action Planned	Timescale	Responsible person
Recommendation a: The service should develop a programme of regular audits to cover key aspects of care and treatment. Audits must be documented and improvement action plans implemented.	Regular audits have been commenced	monthly	Myself and katrina buchan
Recommendation b: The service should record in the patient care record that written aftercare information has been given to the patient.	Electronic and paper copies of aftercare have produced to distribute as required.	As required	Myself and katrina buchan
Recommendation c: The service should formally record the minutes of staff and management meetings. These should include any actions taken and those responsible for the actions.	Kat and I will keep notes and add them to our service improvement plan if appropriate.	As often as we hold meetings which will be at least monthly.	Myself and katrina buchan

Name	<input type="text" value="JENNIFER EATON"/>		
Designation	<input type="text" value="NURSE"/>		
Signature	<input type="text" value="Jennifer Eaton"/>	Date	<input type="text" value="25/01/2023"/>

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

File Name: 20190121 Action Plan Template	Version: 1.0	Date: 21 January 2019
Produced by: IHC Team	Page:2 of 3	Review Date:
Circulation type (internal/external): Internal/External		