

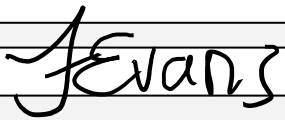
Action Plan

Service Name:	Edinburgh Psychiatry
Service Number:	02166
Service Provider:	EP Collective Ltd
Address:	60 Constitution Street, Leith, Edinburgh, EH6 6RR
Date Inspection Concluded:	27 June 2023

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
Recommendation a: The service should further develop its risk register to include clinical risks such as the management of patients at risk of disengaging with the service and medication stock/supply (see page 8).	SOP will be updated and enhancement to the risk register to include patient disengagement. We do not store any medication on site	Immediate	FE JC
Recommendation b: The service should include cleaning the consultation room, patient waiting room and staff kitchen in its cleaning schedule (see page 9).	New Cleaning company appointed and all rooms in clinic added to the cleaning schedule sign off. Although these rooms are cleaned regularly the formal sign off was not on the schedule	Completed	JC AM
Recommendation c: The service should ensure that audits have outcomes and any improvement action plans documented (see page 9).	Added to audit schedule	Ongoing	JC FE

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Recommendation d: The service should implement a Health and Safety Executive compliant accident and incident book to ensure information is recorded in a more consistent way (see page 9).	A policy will be written and a form developed to capture accidents and incidents. Sign off by Dr Evans will also be implemented if required. Currently we have a hard copy book to record any incidents which is not adequate.	Sept 2023	JC FE
Recommendation e: The service should expand the range of information audited as part of the audit of patient care records (see page 10).	A more in-depth assessment will be conducted to ensure we cover more of the patient files as recommended.	Ongoing Will be part of the quality review in September 2023	JC

Name	Dr Franciske Evans		
Designation	Clinical Director		
Signature			
Date	10	/ 08	/2023

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.

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- 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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