

Action Plan

Service Name:	Guild Aesthetics
Service number:	01365
Service Provider:	Angela Guild
Address:	191 Strathmartine Road, Dundee DD3 8PH
Date Inspection Concluded:	26 November 2021

Requirements and Recommendations	Action Planned	Timescale	Responsible person
Recommendation a: The service should put appropriate measures in place to identify and manage risk in the service and outcomes recorded in the existing quality improvement plan.	Clients are chaperoned from front area to the treatment room and advised of steps	Immediate effect	Angela Guild
	Ring light is unplugged and cable stored under treatment couch when not in use	Immediate effect	Angela Guild
Recommendation b: The service should develop a programme of regular audits to cover key aspects of care and treatment. Audits should be documented, improvement action plans implemented and outcomes recorded in the existing quality improvement plan.	Infection control, Medication and patient records will be audited twice yearly	Dec 2022	Angela Guild

File Name: 20190121 Action Plan Template	Version: 1.0	Date: 21 January 2019
Produced by: IHC Team	Page:1 of 3	Review Date:
Circulation type (internal/external): Internal/External		

Recommendation c: The service should implement a log book to record any accidents or incidents.	Purchase accident log book	Feb 2022	Angela Guild
Recommendation d: The service should implement a medication checklist.	Medication checklist available in the clinic. To be completed on a monthly basis	Feb 2022	Angela Guild
Recommendation e: The service should ensure botulinum toxin is disposed of in line with the manufacturers and best practice guidance and update its medicines management policy to accurately reflect the processes in place.	Use Cytostatic sharps bins to dispose of all botulinum toxin vials and injecting equipment	Feb 2022	Angela Guild
Recommendation f: The service should record consent to share information with the service user's GP in the patient care record.	Add information on patient medical history form to request permission to share information with GP	Feb 2022	Angela Guild
Recommendation g: The service should record in the patient care record that aftercare has been provided to patients following treatment.	Add information in the botulinum toxin and dermal filler consent forms to record that aftercare instructions have been given	Feb 2022	Angela Guild

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		

Recommendation h: The service should develop and implement a quality improvement plan, which should be informed from audits and risk assessments and patient feedback to formalise and direct the way it drives and measures improvements.	Develop and complete an action plan to reflect service improvement measures that have been/will be implemented.	April 2022	Angela Guild
---	---	------------	--------------

Name	<input type="text" value="Angela Guild"/>		
Designation	<input type="text" value="Registered Nurse"/>		
Signature	<input type="text" value="A. Guild"/>	Date	<input type="text" value="31 / 01 /2022"/>
In signing this form, you are confirming that you have the authority to complete it on behalf of the service provider.			