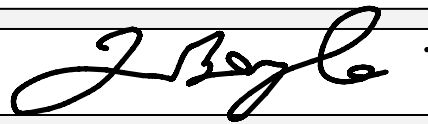


Action Plan

Service Name:	Quest Clinic
Service number:	00339
Service Provider:	Quest Clinic Ltd
Address:	28 Miller Road, Ayr, KA7 2AY
Date Inspection Concluded:	24 January 2023

Requirements and Recommendations	Action Planned	Timescale	Responsible person
Recommendation a: The service should ensure an annual duty of candour report is produced and published (see page 9).	A duty of candour report will be produced and published on the clinic website.	April 2023	Joan Boyle
Recommendation b: The service should ensure that staff files contain evidence of all background recruitment checks and ongoing appraisal for all staff (see page 14).	Staff files in hard copy format will be copied and/or converted to electronic format ensuring all information is stored and accessible in a single file format for each individual.	April 2023	Joan Boyle

Name	JOAN BOYLE		
Designation	CLINIC MANAGER		
Signature			Date <div>07 / 03 /2023</div>

File Name: 20190121 Action Plan Template	Version: 1.0	Date: 21 January 2019
Produced by: IHC Team	Page:1 of 2	Review Date:
Circulation type (internal/external): Internal/External		

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

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Produced by: IHC Team	Page:2 of 2	Review Date:
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