

## Action Plan

Service Name:	The Beauty Doctor
Service number:	01355
Service Provider:	The Beauty Doctor JS Limited
Address:	73 Annan Drive, Bearsden, Glasgow G61 1FE
Date Inspection Concluded:	09 December 2021

Requirements and Recommendations	Action Planned	Timescale	Responsible person
<b>Requirement 1:</b> The provider must adhere to national guidance for the disposal and handling of medicine following administration of medicines to patients.	From the inspection all unused remaining medication will be disposed of	Immediate	Joanna Speedie
<b>Recommendation a:</b> The service should ensure portable electrical equipment is tested by an appropriate electrician or person holding the appropriate skills to do so and be in receipt of a certificate to demonstrate this.	This has been done and certificate uploaded onto HIS Portal	Dec 2021	Joanna Speedie
<b>Recommendation b:</b> The service should document patients' GP details, next of kin and emergency contact details in the patient care record. Consent to share information with their GP or other health care professionals should also be documented in	Already started from November 2021 so hopefully note audit will soon improve	Nov 2021	Joanna Speedie

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the patient care record.			
<b>Recommendation c:</b> The service should review and update policies as required to ensure outcomes identified in the service's quality improvement plan are met and demonstrate how this improves the quality of the service.	Policies to be reviewed and updated as appropriate	By June 2022	Joanna Speedie
<b>Recommendation d:</b> The service should introduce a system for regularly reviewing its policies and procedures or when changes occur to make sure they are in line with current legislation and reflect the service provided.	All policies are reviewed annually. Review dates will be added so HIS can see when updates have been done.	By June 2022	Joanna Speedie

Name	<input type="text" value="Joanna Sneedie"/>		
Designation	<input type="text" value="Clinic Owner"/>		
Signature	<input type="text" value="Joanna Sneedie"/>	Date	<input type="text" value="2 / 2 /22"/>
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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