

Action Plan

Service Name:	Latch World, Dunfermline
Service number:	01475
Service Provider:	Carla Rodrigues
Address:	12 Hawthorn Park Dunfermline KY12 ODY
Date Inspection Concluded:	30 March 2022

Requirements and Recommendations	Action Planned	Timescale	Responsible person
Requirement 1 – The provider must notify HIS of certain matters as detailed in the notification guidance.	To notify HIS of any incident or notification	As soon as possible after incident	Carla Rodrigues
Recommendation a - The service should audit patient care records to ensure that information is recorded consistently in line with best practice and legislation. Audits should be documented and any actions for improvement identified and implemented as part of an improvement plan.	I am starting a quarterly patient record audit with an improvement plan (if needed)	Quarterly	Carla Rodrigues

Name	Carla Rodrigues		
Designation			
Signature	Carla Rodrigues	Date	05/05/2022

Produced by: HIS Team Page: 1 of 2 Review Date:

Circulation type (internal/external): Internal/External

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