


Action Plan

Service Name:	Aesthetics by K&R
Service number:	01643
Service Provider:	Aesthetics by K&R
Address:	Office 10, Business Incubator Kirkcaldy, Mitchelston Industrial Estate, Myregormie Place, Kirkcaldy, KY1 3NA
Date Inspection Concluded:	14 November 2022

Requirements and Recommendations	Action Planned	Timescale	Responsible person
Recommendation a: The service should record in the patient care record that patients are asked about consent to information sharing with GPs and other healthcare practitioners, if required (see page 12).	Medical form will be adapted in order to facilitate asking if patients consent to GP or other healthcare professionals being contacted by any practitioners. Staff with practising privileges will also be required to do this.	12 weeks	Rosie Thomson
Recommendation b: The service should formally record the minutes of staff meetings. These should include any actions taken and those responsible for the actions to ensure better reliability and accountability (see page 15).	Minutes of meetings will be taken by Kelsey Duncan and distributed to all staff members. Within these minutes, any actionable changes shall have a designated responsible person to ensure changes are completed in a timely manner.	8 weeks	Kelsey Duncan

Name	Kelsey Duncan		
Designation	Clinic Manager		
Signature		Date	10/ 01 /2023

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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