

Action Plan

Service Name:	Altruderm
Service number:	00334
Service Provider:	Altruderm Ltd
Address:	Kirkhill House, Building 2, 81 Broom Road East, Newton Mearns, Glasgow, G77 5LL
Date Inspection Concluded:	08 November 2022

Requirements and Recommendations	Action Planned	Timescale	Responsible person
Requirement 1: The provider must ensure that the ventilation system installed in the treatment room conforms to national guidance for specialised ventilation for healthcare premises. The service should develop a risk-based action plan to address any deficiencies noted as part of the wider refurbishment plans for the service.	Risk based action plan completed.	Completed	Julie McDaid
	Multiple site surveys undertaken in December 2022 by ventilation specialists.	Completed	
	Review SHTM 03-04 new national guidance due for publication in early 2023 – identify specifications for ventilation for Minor Surgical Procedures and liaise with ventilation specialist.	Awaiting publication of Guidelines expected early 2023	Julie McDaid
	Commission works - once site is reviewed against the impending new national guidance SHTM03-04.	Ongoing	Julie McDaid
	Item added to staff meetings agenda until refurbishment plans completed.	Completed	Julie McDaid

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Requirement 2: The provider must assess the availability and suitability of the clinical hand wash basin in the clinic area against current guidance. The service should develop a risk-based action plan to address any deficiencies noted as part of the wider refurbishment plans for the service.	Reviewed Current guidance 'SHTM 64 Sanitary assemblies – Building Component Series' Health Facilities Scotland Version 1.0 2009' – current SHTM Compliant Clinical Hand Wash Basin (Sheet 7, pg.44-45) to be replaced with SHTM Compliant Scrub-up Trough (Sheet 4, pg. 34-35)	Completed	Julie McDaid
	Risk based action plan for scrub-up trough is completed.	Completed	Julie McDaid
	Scrub-up trough sourced. Site survey with Plumber booked for early January.	Completed	Julie McDaid
	Scrub-up trough to be installed once manufactured.	Ongoing	Julie McDaid
	Item added to staff meetings agenda until refurbishment plans completed.	Completed	Julie McDaid
Recommendation a: The service should develop a participation policy that sets out a structured approach to gathering and analysing patient feedback, demonstrating the service improvements made as a result and measuring the impact of change from the improvements.	See error response		
Recommendation b: The service should develop a formal training.	Review of Altruderm's Staffing Policy undertaken.	Completed	
	Complete Individual Training Calendar for each director planning training in advance annually.	Completed	

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	Hold regular quarterly meetings to identify training needs and evaluate training undertaken. Adjust Individual Training Calendars if necessary.	Ongoing	
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Name	<input type="text" value="Julie McDaid"/>		
Designation	<input type="text" value="Clinic Operations"/>		
Signature	<input type="text" value="Julie McDaid"/>	Date	<input type="text" value="19.12.2022"/>

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