

Action Plan

Service Name:	Vermilion – The Smile Experts (Kelso)
Service number:	01482
Service Provider:	Vermilion – The Smile Experts Limited
Address:	Plot 9, Pinnaclehill Industrial Estate, Kelso, TD5 8DW
Date Inspection Concluded:	10 March 2023

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
Requirement 1: The provider must have the data logger repaired or replaced on the autoclave (see page 11). Timescale – immediate	Engineer visit on 3 rd May 23, machine serviced and new SD card fitted, issue resolved.	Completed	Kay MacMillan
Requirement 2: The provider must install a single-use water/air tip into treatment room 2 (see page 11). Timescale – immediate	Ordered 13 th March 2023 post inspection, advised delivery date 12 th April but now on back order until 5 th June 2023.	6 weeks	Kay MacMillan

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Requirement 3: The provider must ensure that staff have all appropriate pre-employment checks carried out in line with relevant guidance (see page 13). Timescale – immediate	PVG since received for clinical staff. New recruitment checklist revised to incorporate all steps.	Completed	Kay MacMillan
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Name	<input type="text" value="Kay MacMillan"/>		
Designation	<input type="text" value="General Manager"/>		
Signature	<input type="text" value="K MacMillan"/>	Date	<input type="text" value="26 / 04 /2023"/>

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

Guidance on completing the action plan.

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- **Action Planned:** This must be a relevant to the requirement or recommendation. It must be measurable and focussed with a well-defined description of how the requirement/recommendation will be (or has been) met. Including the tasks and steps required.
- **Timescales:** for some requirements can be immediate. If you identify a requirement/recommendation timescale that you feel needs to be extended, include the reason why.
- **Person Responsible:** Please do not name individuals or an easily identifiable person. Use Job Titles.
- Please do not name individuals in the document.
- If you have any questions about your inspection, the requirements/recommendations or how to complete this action plan, please contact the lead inspector for your inspection.

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