

Action Plan

Service Name:	DRVICTORIA Clinic
Service number:	00232
Service Provider:	Skin Clinic (Edinburgh) Limited
Address:	32-34 Alva Street, Edinburgh, EH2 4PY
Date Inspection Concluded:	25 November 2025

Recommendation	Action Planned	Timescale	Responsible Person
Recommendation a: The service should formalise its team meetings, with an agenda and record of discussions and decisions reached at these meetings kept. These should detail staff responsible for taking forward any actions	A form for recording points raised and actions agreed at our daily huddle meeting has already been implemented and is in place following our HIS inspection	Completed	Clinic Manager

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Name

Designation

Signature

Date

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.

- **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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