

## Action Plan

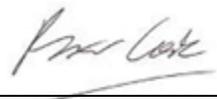
Service Name:	North of Scotland Breast Centre
Service Provider:	NHS Highland
Date of inspection:	01-02 December 2025

Ref	Action Planned	Timescale	Responsible Person	Progress	Date completed
Req-1	HBC to request transcripts from SABI for existing staff and set up procedure for new staff to provide copies of relevant certificates	Apr-26	K Still	Due to staffing factors, this work is still ongoing. Going forward, on completion of PGc/HEc/Advanced Practice Modules, or on commencement of post, academic transcripts will be added to the staff files as proof of achievement/competence.	
Req-2	Amend Employers Procedure "022 HBC Client Screening and Assessment Pathway" to clearly define what point justification is occurring when a referral is made on the SBSS system.	Feb-26	K Sutherland	Submitted for authorisation by NHS Highland Radiology IR(ME)R lead	
Rec-a	External/internal learning opportunities signposted to staff via email or monthly newsletter/staff meetings. Ongoing CPD is encouraged. An email has been sent to all staff to remind them of their protected learning time rights. Contact to be made with their line manager if their needs are not being met.	Feb-26	K Still	Discussion at staff meeting around CPD and monthly newsletter highlights CPD opportunities. Reminder email sent to staff.	

Rec-b	SOP to be written for the North of Scotland based on the draft proposed guidelines.	Feb-26	N Spence	SOP written.	
Rec-c	Amend Employers Procedure "022 HBC Client Screening and Assessment Pathway" to reflect where the relevant medical history and imaging is stored on the SBSS system to assist the justification process.	Feb-26	K Sutherland	Submitted for authorisation by NHS Highland Radiology IR(ME)R lead	
Rec-d	New level 3 document to be created to detail how to investigate and report doses that exceed typical dose	Jun-26	K Still / K Schofield		
Rec-e	Clinical audit programme document including audits performed, frequency, where data is sourced from and where it is reported to for both Radiologists and Radiographers to be created and referenced.	Sep-26	N Spence		

Name:     Peter Cook    

Designation:     Radiation Policy Lead / Head of Medical Physics    

Signature: 

Date:     12/02/2026    

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