

Action Plan

Service Name:	Dr. David Jack
Organisation Number:	02858
Service Provider:	Beauchamp Skincare Ltd
Address:	19 Howe Street, Edinburgh, EH3 6TE
Date Inspection Concluded:	2 September 2026

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
Requirement 1: The provider must ensure that when unlicensed medicines are used that appropriate medicine governance arrangements are in place, including documented rationale for use and informed patient consent (see page 20). Timescale – immediate <i>Regulation 3(d)(iv) The Healthcare Improvement Scotland (Requirements as to Independent Health Care Services) Regulations 2011</i>	We have added the following wording to our Botox consent form, and now actively seek consent with a tick box; “Please be aware that Tor-Bac bacteriostatic saline is used as the diluent to reconstitute the botulinum toxin used for your treatment. Tor-Bac is an unlicensed medicinal product in the UK.”	Actioned	Sarah Donaldson

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Requirement 2: The provider must complete annual appraisals with all members of staff who work in the service (see page 20). Timescale – by 29 January 2026 <i>Regulation 12(c)(i) The Healthcare Improvement Scotland (Requirements as to Independent Health Care Services) Regulations 2011</i>	Annual appraisals will be carried out for our doctors with practicing privileges.	By end of 2026	Dr. David Jack
Requirement 3: Provider must ensure that as an independent clinic, any stock of medication that it holds must only be prescribed to individual patients using the service (see page 24). Timescale – immediate <i>Regulation 3(d)(iv) The Healthcare Improvement Scotland (Requirements as to Independent Health Care Services) Regulations 2011</i>	On the day of inspection, there was a prescription product in our medical emergency kit with a staff member’s name on it. The presence of the name on the medication label arose from an ordering and governance error, not because the medication was prescribed for that staff member’s personal use or because she had prescribed it. A full explanation of how this arose was sent to Leanne on 03/09/36. The process has now been strengthened so that any future issue with supplier ordering requirements is escalated before an order is placed.	Actioned	Sarah Donaldson
Requirement 4: The provider must implement a stock control system for medicines to make sure they remain in-date and all medicines are accounted for (see page 24). Timescale – immediate	A live stock tracker has been implemented for all prescription products.	Actioned	Sarah Donaldson
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<i>Regulation 3(d)(iv) The Healthcare Improvement Scotland (Requirements as to Independent Health Care Services) Regulations 2011</i>			
Recommendation a: The service should develop and implement a cleaning checklist to evidence that appropriate cleaning tasks have been carried out (see page 25). Heath and Social Care Standards: My support, my care. I have confidence in the organisation providing my care and support. Statement 4.19	A daily cleaning checklist has been implemented for both the external cleaners and the Dr. David Jack team to complete.	Actioned	Sarah Donaldson

Name	Sarah Donaldson		
Designation	Clinic Manager		
Signature	S Donaldson	Date	12/10/26

- 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.

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- **Timescales:** for some requirements the timescale for completion is immediate. If you identify a requirement/recommendation timescale that you feel needs to be extended, include the reason why.
- Please do not name individuals or an easily identifiable person in this document. Use Job Titles.
- If you have any questions about your inspection, the requirements/recommendations or how to complete this action plan, please contact the lead inspector.

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