

**Health Inspectorate of Wales Visit 8th March 2012 and meeting held 20th March 2012
 Action Plan**

Date: 5TH July 2012

No.	Regulation	Findings/Requirement	Action	Target Date	Current Status
1.	12 (2)(ii)	Concerns raised by HIW at level of skills and knowledge of management team.	Review of Registered Manager and Deputy manager position. Appoint new Hospital Manager / Registered Manager (Designate).	May 2012. May 2012. September 2012.	New Hospital Manger was appointed On 28 th May 2012. Currently completing Registered Manager Application for Health Inspectorate Wales.
2.	12 (2) (ii) & 9 (1)(g)	Lack of organizational structure and clear lines of management.	Update and circulate organizational chart with clear line management structure. Inform staff of change in staff meeting and circulate minutes of meeting to all staff.	30th May 2012. Evidence attached.	Organizational chart in operation and all staff now aware of line management. Staff informed of management structure at staff meetings This will be updated with ongoing review of nursing structure as service develops.
3.	9 (1) (h) & 20 (2)(c)	Lack of Clarity and confusion in relation to the roles and responsibility of Staff.	To conduct a review of the current roles and responsibilities all staff, within each department of the hospital. Ensure clear role profile for each staff member, as per Job descriptions.	September 2012.	Currently clarifying the Mental Health Act administrator role and responsibilities. Currently under review by hospital manager and HR department.

4.	9 (1)(k) & 18 (2)(a) (b)	Lack of clear On Call system.	Clarity for staff of 'On Call' system with clear line management structure.	June 2012 Evidence attached.	<p>A new on call rota, with procedure, was implemented June 2012. This on call system will continue to operate on a monthly basis.</p> <p>On call rota is placed in the Rota file and Staff room.</p> <p>Each member of the staff on call has a copy and is fully aware of the procedure.</p>
5.	19 (1)(a) (b) & 9 (1)(d)	Safety of staff and visitors.	<p>Maintenance of personal Alarms and Pagers to be evident with prompt action on repairs.</p> <p>Monitoring the number of staff in the hospital building at all times is facilitated by a signing in and out book, held on reception. All staff are aware of procedure.</p>	<p>July 2012 Remains ongoing.</p> <p>March 2012</p> <p>June 2012</p>	<p>Hospital Manager to meet weekly with maintenance department to review and monitor environment and procedural security.</p> <p>Minutes of meetings to be available for inspection. Staff to sign at beginning of each shift that pager and personal alarms are working.</p> <p>This procedure appears to be working well.</p> <p>Hospital manager has transferred her office to facilitate observation and monitoring of the reception area. This appears to have has a positive response.</p>