

## HIW Inspection 19<sup>th</sup> July 2014 Action Plan

Item	Action	Assigned to	Progress to date	Date Action completed
<b>Action 1:</b> Maintain areas of paintwork within ward areas	<ul style="list-style-type: none"> <li>Condition assessment to be undertaken and updated for each individual patient bedroom and bathroom;</li> <li>Maintenance request to be submitted by ward staff and housekeeping staff to "flag-up" remedial and urgent work required;</li> <li>Refurbishment programme to be documented and implemented.</li> </ul>	Risk Manager Hospital Director	<ul style="list-style-type: none"> <li>Condition assessment currently being undertaken for every patient room</li> <li>Ward &amp; Housekeeping staff currently submit maintenance request to highlight remedial work required</li> <li>Condition assessment informing planned refurbishment programme</li> </ul>	On-going  On-going
<b>Action 2:</b> In advance of redecoration of Theatre 2, carry out repairs and/or replacements noted within report	<ul style="list-style-type: none"> <li>Refurbish Theatre 2</li> <li>Replace lighting in Theatre 2 Scrub-up</li> </ul>	Risk Manager Hospital Director  Maintenance	<ul style="list-style-type: none"> <li>Quotation to undertake full refurbishment of Theatre 2 including decoration, replacement floor &amp; doors &amp; scrub sink and taps</li> <li>Schedule refurbishment of Theatre 2</li> <li>Lighting upgraded in Scrub 2 to LED Lights</li> <li></li> </ul>	22.07.2014
<b>Action 3:</b> Attend to defective floor covering in female changing room	<ul style="list-style-type: none"> <li>Repair defect in floor in Theatre Female Changing Room</li> </ul>	Maintenance	<ul style="list-style-type: none"> <li>Work scheduled for 26<sup>th</sup> &amp; 27<sup>th</sup> Aug 2014.</li> </ul>	27.08.2014
<b>Action 4:</b> Forward a copy of the electrical wiring certificate when received.	<ul style="list-style-type: none"> <li>Upon completion of Annual Fixed Wiring Test actions forward copy of certificate to HIW.</li> </ul>	Maintenance	<ul style="list-style-type: none"> <li>Upgrade works completed 9<sup>th</sup> &amp; 10<sup>th</sup> Aug 2014 – awaiting certificate from contractor</li> </ul>	

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### Good Practice Recommendations

Item	Action	Assigned To	Progress to Date	Date Action Completed
<b>Good Practice recommendation 1:</b> Medicines management training annually for all members of staff involved in medicines management is recommended	<ul style="list-style-type: none"> <li>All staff involved in medicines management to complete e-learning module on Controlled Drugs via Access Academy;</li> <li>Investigate and identify e-learning module for medicines management to be available on Access Academy</li> </ul>	Head of Clinical Services  Head of Clinical Services	<ul style="list-style-type: none"> <li>18 clinical staff have completed e-learning module on Controlled Drugs; Agenda item @ next Clinical Effectiveness Meeting</li> <li>HOCS in discussion with Head Office Team on feasibility of having an e-learning module on medicines management.</li> </ul>	On-going
<b>Good Practice recommendation 2:</b> Signatures of all staff involved in transfer of care between departments required on patient's records.	<ul style="list-style-type: none"> <li>This aspect to be discussed at all clinical departmental meetings to ensure full compliance.</li> </ul>	All Clinical Heads of Department	No progress to date.	On-going
<b>Good Practice recommendation 3:</b> It is recommended that an index is developed for staff information	<ul style="list-style-type: none"> <li>Implement system in personnel files with index</li> </ul>	Human Resources Manager	<ul style="list-style-type: none"> <li>System implemented with new file that contains index for personnel files</li> </ul>	18 <sup>th</sup> Aug 2014
<b>Good Practice recommendation 4:</b> Information about the procedures undertaken for children could be improved by providing age appropriate information in a range of formats.	<ul style="list-style-type: none"> <li>Provide age appropriate information for children on procedures in a range of formats</li> </ul>	Clinical Nurse Specialist – Paediatrics	<ul style="list-style-type: none"> <li>Investigation and assessment of age appropriate information for children on procedures being undertaken.</li> </ul>	On-going

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