

Unannounced Inspection – BMI Werndale Hospital 28<sup>th</sup> March 2014

HIW Notification	Action required	Action by [date]:	Person responsible
Regulation 15 (5) (A) (B) Non-compliance of hospital policy and procedure with administration/recording of controlled drugs	<ul style="list-style-type: none"> <li>Seek clarification with BMI Group Chief Pharmacist regarding the requirement for three signatures</li> <li>Revise local standard operating procedure (SOP) to reflect advice provided by BMI Group Chief Pharmacist :                             <ul style="list-style-type: none"> <li>that a single signature from responsible person and witness is required where there is no wastage</li> <li>To comply with best practice three signatures will be required where wastage occurs</li> </ul> </li> <li>Verbal instruction to all relevant staff on duty regarding changes to SOP to take immediate effect</li> <li>A communication advising of the changes to the SOP will be sent to Consultants, Medical Advisory Committee (MAC), Clinical Governance Committee and Medicines Management Committee.</li> <li>The SOP will be circulated to relevant staff members who will sign to say they have read and understood the change.</li> <li>A daily audit of compliance will be undertaken for one month moving to a spot check weekly for a further month and quarterly thereafter if compliant.</li> <li>As part of practicing privileges documentation each consultant provides a sample signature however to comply with best practice a sample signature list will be completed by consultants and kept in each CD register</li> </ul>	<p><b>Completed</b> 31 March 2014</p> <p><b>Completed</b> 31 March 2014</p> <p><b>Completed</b> 31 March 2014</p> <p><b>Completed</b> 01 April 2014</p> <p><b>Completed</b> 01 April 2014</p> <p><b>Commenced</b> 31 March 2014</p> <p><b>Commenced</b> 31 March 2014</p>	<p>Accountable Officer (Executive Director)</p> <p>Director of Nursing</p> <p>Director of Nursing</p> <p>Accountable Officer (Executive Director)</p> <p>Director of Nursing</p> <p>Director of Nursing</p> <p>Director of Nursing</p>
Regulation 9 (1) Out of date hospital policies and procedures. Hospital	<ul style="list-style-type: none"> <li>Overarching statement to be placed in the front of every out of date policy stating that policies are under review and remain in place until updated</li> </ul>	<p><b>Completed</b> 28 March 2014</p>	<p>Executive Director</p>

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management team to reaffirm to staff what policies are in current usage			