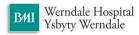
HIW Notification	Action required	Action by [date]:	Person responsible
Regulation 15 (5) (A) (B) Non- compliance of hospital policy and procedure with	Seek clarification with BMI Group Chief Pharmacist regarding the requirement for three signatures	Completed 31 March 2014	Accountable Officer (Executive Director)
administration/recording of controlled drugs	 Revise local standard operating procedure (SOP) to reflect advice provided by BMI Group Chief Pharmacist: that a single signature from responsible person and witness is required where there is no wastage To comply with best practice three signatures will be required where wastage occurs 	Completed 31 March 2014	Director of Nursing
	Verbal instruction to all relevant staff on duty regarding changes to SOP to take immediate effect	Completed 31 March 2014	Director of Nursing
	 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. 	Completed 01 April 2014	Accountable Officer (Executive Director)
	The SOP will be circulated to relevant staff members who will sign to say they have read and understood the change.	Completed 01 April 2014	Director of Nursing
	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.	Commenced 31 March 2014	Director of Nursing
	 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 	Commenced 31 March 2014	Director of Nursing
Regulation 9 (1) Out of date hospital policies and procedures. Hospital	 Overarching statement to be placed in the front of every out of date policy stating that policies are under review and remain in place until updated 	Completed 28 March 2014	Executive Director



Unannounced Inspection – BMI Werndale Hospital 28th March 2014

HIW Notification	Action required	Action by [date]:	Person responsible
management team to reaffirm			
to staff what policies are in			
current usage			