

Action Plan

Service Name:	Esculap Limited
Service number:	00588
Service Provider:	Esculap Limited
Address:	78a Hutcheon Street, Aberdeen, AB25 3TB
Date Inspection Concluded:	29 April 2024

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
<p>Requirement 1: The provider must ensure a duty of candour report is published every year for patients to review (see page 16).</p> <p>Timescale – by 29 July 2024</p>	<p>Link with report will be added to the website / displayed within clinic premises. Report already available.</p>	<p>Within end of August 2024 if possible due to summer holidays</p>	<p>Clinic Manager – M. Czyzyk</p>

File Name: IHC Inspection Post Inspection - Action Plan template AP	Version: 1.1	Date: 8 March 2023
Produced by: IHC Team	Page:1 of 4	Review Date:
Circulation type (internal/external): Internal/External		

<p>Requirement 2: The provider must undertake a risk assessment that details how and when the clinical hand wash basins and taps in the treatment rooms and decontamination room will be upgraded to meet current guidance about sanitary fittings in healthcare premises (see page 19).</p> <p>Timescale – by 29 July 2024</p>	<p>Relevant risk assessment will be added. Already initiated.</p>	<p>Within end of August 2024 if possible due to summer holidays</p>	<p>Clinic Manager – M. Czyzyk</p>
<p>Requirement 3: The provider must ensure that the safe recruitment of staff is completed in line with policy and national guidance, including Protecting Vulnerable Groups (PVG) and basic disclosure background checks before staff commence working in the service. A process must be in place to obtain a PVG review update for all staff at regular intervals. This will ensure that staff remain safe to work in the service (see page 20).</p> <p>Timescale – by 29 July 2024</p>	<p>Process already in place, but will be updated to provide/add more robust PVG review/updates related to staff. Already initiated.</p>	<p>Within end of August 2024 if possible due to summer holidays</p>	<p>Clinic Manager – M. Czyzyk</p>

<p>File Name: IHC Inspection Post Inspection - Action Plan template AP</p>	<p>Version: 1.1</p>	<p>Date: 8 March 2023</p>
<p>Produced by: IHC Team</p>	<p>Page:2 of 4</p>	<p>Review Date:</p>
<p>Circulation type (internal/external): Internal/External</p>		

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
Recommendation a: The service should develop and implement a formal mechanism to actively seek the views of staff working in the service (see page 14).	Regular meetings with staff are ongoing, but additional feedback forms will be provided for anonymous responding.	Within end of August 2024 if possible due to summer holidays	Clinic Manager – M. Czyzyk
Recommendation b: The service should publish its complaints procedure on its website to make it easy for patients to find out how to make a complaint (see page 16).	Complaints Procedure is displayed within waiting area and feedback form is automatically linked with each appointment confirmation. However, we will also add relevant note/link to our website, similar to Duty of Candour report	Within end of August 2024 if possible due to summer holidays	Clinic Manager – M. Czyzyk

Name	<input type="text"/>
Designation	<input type="text"/>
Signature	<i>Michal Czyzyk</i>
Date	<input type="text" value="/ /"/>

File Name: IHC Inspection Post Inspection - Action Plan template AP	Version: 1.1	Date: 8 March 2023
Produced by: IHC Team	Page:3 of 4	Review Date:
Circulation type (internal/external): Internal/External		

In signing this form, you are confirming that you have the authority to complete it on behalf of the service provider.

Guidance on completing the action plan.

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

File Name: IHC Inspection Post Inspection - Action Plan template AP	Version: 1.1	Date: 8 March 2023
Produced by: IHC Team	Page:4 of 4	Review Date:
Circulation type (internal/external): Internal/External		