

Action Plan

Service Name:	Vermilion – The Smile Experts
Service number:	00336
Service Provider:	Vermilion – The Smile Experts Limited
Address:	24 St John's Road, Edinburgh, EH12 6NZ
Date Inspection Concluded:	14 August 2024

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
<p>Requirement 1 The provider must ensure that appropriate health clearance checks are carried out:</p> <p><i>(a) on all staff before they begin working in the service, and</i></p> <p><i>(b) on all staff currently working in the service.</i></p> <p>Checks must be recorded and retained on staff files (see page 21).</p> <p>Timescale – immediate</p>	<p>Checks are carried out on staff prior to starting, new guidance for staff registered before 1 August 2008 has been communicated to the team multiple times.</p> <p>Staff find it difficult to get a “fit slip” due to limited “Occ Health” in the area.</p> <p>All clinicians within our current team have been reminded and given a timeframe of 6 weeks.</p>	12 weeks	Linzi Bell

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 ensure that appropriate Disclosure Scotland background checks are carried out:</p> <p>(a) <i>on all staff before they begin working in the service, and</i></p> <p>(b) <i>on all staff currently working in the service.</i></p> <p>Checks must be recorded and retained on staff files (see page 21).</p> <p>Timescale – immediate</p>	<p>Checks have been carried out on all staff, one individual had slipped through the net – a scheme update had been submitted and actioned by Kay MacMillan. However the query had not been actioned by the individual and it slipped through the net. PVG up-date 31/08/2024.</p>	<p>31/08/2024</p>	<p>Kay MacMillan</p>
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Requirements and Recommendations	Action Planned	Timescale	Responsible Person
<p>Recommendation b: The service should update its recruitment policy to include details of the background checks and health clearance checks that will be carried out for healthcare workers during the recruitment process (see page 20).</p>	<p>Line added into the recruitment policy.</p>	<p>Actioned 25/09/2024</p>	<p>Kay MacMillan</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>		

Name	<input type="text" value="Kav MacMillan"/>		
Designation	<input type="text" value="General Manager"/>		
Signature	<input type="text" value="Kav MacMillan"/>	Date	<input type="text" value="26 / 09 / 2024"/>

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 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.

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		

- 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		