

## Action Plan

Service Name:	Mr Skulpt Aesthetics Ltd
Service number:	02648
Service Provider:	Mr Skulpt Aesthetics Ltd
Address:	Units 6 and 7, 510 Main Street, Bellshill, ML4 1DL
Date Inspection Concluded:	28 October 2024

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
<p><b>Requirement 1:</b> The provider must ensure that the patient care record is readily available to all health care staff involved in meeting the service user's health and welfare needs (see page 15).</p> <p>Timescale – by 31 January 2025</p>	<p>Each member of healthcare staff has appropriate PCR records readily available for the appropriate healthcare staff when required. In addition to this the service manager (non-healthcare professional) has additional access for audit and compliance purposes.</p>	<p>Implemented and on-going.</p>	<p>Clinic Manager – Jordan</p> <p>Healthcare Staff within the service.</p>

Requirements and Recommendations	Action Planned	Timescale	Responsible Person

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<p><b>Recommendation a:</b> The service should collate patient feedback obtained from the various methods to provide a more structured approach. This would further help when analysing feedback and being able to demonstrate the impact of change from the improvements made (see page 11).</p>	<p>We will come up with a patient feedback spreadsheet to document and collate patient feedback we receive.</p>	<p>January 2025</p>	<p>Clinic Manager - Jordan</p>
<p><b>Recommendation b:</b> The service should ensure that practicing privileges staff are registered with the Information Commissioner's Office (see page 15).</p>	<p>P&amp;P Staff have been advised to register with the ICO I have asked them to do this before the end of January 2025.</p>	<p>31/01/2025</p>	<p>P&amp;P Staff &amp; Clinic Manager – I will follow this up and get copies of each PP staffs ICO certs and keep them with their recruitment files.</p>

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<p><b>Recommendation c:</b> The service should ensure that practicing privileges contracts are not signed until all background checks on staff have been completed (see page 15).</p>	<p>As already explained on the day of inspection – staff signed their contracts during the initial interviews for PP however they did not start working within the service until all background checks were completed.</p> <p>Going forward we will only have PP contracts signed AFTER all background checks are completed.</p>	<p>Ongoing</p>	<p>Clinic Manager</p>
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Name	Jordan Morrison	
Designation	Clinic Manager & Aesthetic Practitioner	
Signature	Jordan Morrison	Date <input data-bbox="1339 906 1697 975" type="text" value="18/12/2024"/>

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

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### 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.

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