

Action Plan

Service Name:	Aberdeen Royal Infirmary
Service Provider:	NHS Grampian
Date of inspection:	6-7 November 2024

Ref	Action Planned	Timescale	Responsible Person	Progress	Date completed
Recommendation a	Electronic copies of individuals' ARSAC licenses will be inserted into the existing QART document, "ARSAC Licenses" RT03-BRFM15	By 28/02/2025	John McLellan		
Recommendation b	All physicists will be removed from the list of referrers in the QART document, "Entitled Referrers" RT02-EG04	By 31/01/2025	John McLellan	Completed	12/12/2024
Recommendation c	The shortage of radiotherapy physics staff will be communicated to the wider organisation by raising a risk in Datix, which is NHS Grampian's method of communicating such information. The risk will subsequently be raised at the Divisional Clinical Governance meeting. Two applications for 'Waiting Time' funding will be prepared in anticipation of the upcoming call	Datix entry by 31/01/2025 Waiting Time applications before the call for bids in February 2025 SBAR and Report by 31/03/2025	John McLellan		



	<p>for applications. One application will ask for a full-time dosimetrist and the other will ask for a full-time physicist.</p> <p>An SBAR will be prepared and circulated to Division management to inform them of the HIS recommendation and the required action. A report will also be prepared detailing the existing shortage and the mitigations in place to minimise the risk to patients from the physics staffing shortfall.</p>				
Recommendation d	<p>The procedure for MPE cover outside normal working hours will be formalised in an operating procedure, which will be incorporated into the documentation of the Service's Quality System.</p>	31/03/2025	John McLellan		
Recommendation e	<p>The Royal College of Radiologists guidance on 'Radiotherapy target volume definition and peer review' will be discussed with the Clinical Oncology consultant body to ensure all consultants are undertaking prospective peer review and retrospective audit of audit volumes, as per the guidance, and that this is documented in a format that can be made available</p>	30/06/2025	Judith Grant		

	retrospectively for purposes of audit and appraisal.				
Recommendation f	NHS Grampian will convene a Multi-Disciplinary Group to evaluate the recommendation of implementing this additional step ‘to undertake a pregnancy enquiry immediately before the initial treatment exposure’ beyond the explicit explanation and patient sign off regarding this currently, as directed on the RCR national radiotherapy consent forms.	31/03/2025	Nicola Redgwell		

Name: Dr Judith L. Grant

Designation: Department Responsible Person for IR(ME)R, Radiotherapy, NHS Grampian

Signature:

Date: 16/01/2025

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