

Action Plan

Service Name:	Ninewells Hospital, Dundee
Service Provider:	NHS Tayside
Date of inspection:	10-11 December 2024

Ref	Action Planned	Timescale	Responsible Person	Progress	Date completed
Results: Requirement 1	Study of risk: <ol style="list-style-type: none"> 1) Head of therapeutic radiography to consult with managers of other Scottish centres to assess the possibility of a Scottish wide document. 2) Head of therapeutic radiography, Head of medical physics to compile a study of risk document for the department. 	8 weeks	Head of Therapeutic Radiography		
Implementation and delivery: Recommendation a	Medical Expert Provision out of hours: <ol style="list-style-type: none"> 1) Head of Radiotherapy Physics to add a process to IR(ME)R Level 2 document "<i>Provision of Expert Advice in Radiotherapy (Qpulse ref, RT-IR(ME)R-51)</i>". 2) This process should state that in the event of machines running out with normal working hours, the radiotherapy management team will contact medical physics 	3 Weeks	Head of Radiotherapy Physics		

	team to establish whether a MPE is on site to cover out of hours or if not who and how they can be contacted				
Implementation and delivery: Recommendation b	<p>Programme of clinical audits:</p> <ol style="list-style-type: none"> 1) Evidence based format for clinical audit programme to be templated. 2) Clinical audit program prioritised covering department drivers and activities. 3) Selection of appropriate clinical auditors and assessment of any training required. 4) Clinical auditor template for reporting compiled. 	12 weeks	Head of Therapeutic Radiography and Radiotherapy Clinical Lead		
Implementation and delivery: Recommendation c	<p>Recording and standardisation of Peer Reviews:</p> <ol style="list-style-type: none"> 1) Clinical lead to discuss process with medical team 2) RCR template for standardisation of information to be confirmed as template of choice. 3) Template to be created as a document in Aria 4) This document will then be added and completed in patient record of OMS for each peer review. 5) SOP of process will be written and added to QMS 	On a rolling basis over the next year, to coincide with Oncologist annual appraisal	Radiotherapy clinical lead		

<p>Results: Recommendation d</p>	<p>Retain a copy of signed consent form:</p> <ol style="list-style-type: none"> 1) Head of Therapeutic Radiography to discuss options with Radiotherapy Clinical Lead and wider clinical team. 2) Review current process. 3) Options appraisal of possible integration of signed RCR consent form being used. 4) Evaluation of options appraisal and potential new process formalised. 	<p>24 weeks</p>	<p>Head of Therapeutic Radiography and Radiotherapy Clinical Lead</p>		
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Name: Mark Worrall

Designation: Head of Medical Physics

Signature:



Date: 19th February 2025

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