Action Plan

Service Name:	ACCORD Hospice
Service number:	00056
Service Provider:	ACCORD Hospice
Address:	7 Morton Avenue, Paisley PA2 7BW
Date Inspection Concluded:	22 July 2021

Requirements and Recommendations	Action Planned	Timescale	Responsible Person
Recommendation a: The service should ensure that the hospice infection prevention and control policies relate specifically to the hospice.	Review manual and remove sections / policies that are not relevant to daily hospice procedures.	31/10/21	A. Auld / K. Morrill
	Continue to consult NHSGG&C Infection Control manual and IPC teams to inform ACCORD updates.	Ongoing	Brian Hunter
	In conjunction with above, utilise National Infection Control Manual, registering ACCORD Hospice to receive policy update alerts on a regular basis.	31/10/21	K. Morrill
	Once each section / policy is due for review and updated, transfer to ACCORD Hospice format / template to ensure continuity of presentation.	28/02/22	S. Goodwin
	Once the complete ACCORD manual has been updated disseminate to ACCORD Hospice Clinical Governance Infection Control Sub-Group and Public Health to evaluate and ratify.	01/03/22	S. Goodwin

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Recommendation b: The service should develop improvement action plans to address issues identified. These should document the person delegated to complete the action and timeframes for completion.	A generic improvement action template has been agreed and implemented for use at Senior Management Team meetings effective immediately. It will also be used to capture action points from Governance meetings. (attached)	Completed	Alastair Crae

Name	Jacki Smart
Designation	CEO
Signature	*JSmart*

Date 06 / 09 / 2021

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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