

Action Plan – Jason Basalat. HMP Woodhill . Self – Inflicted. 11/12/2016

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare should ensure that healthcare staff have access to and consider all relevant information, including the person escort record, before assessing a prisoner.	Accepted	<p>The reception screen process was amended in January 2017 to include the requirement that the nurse conducting the reception screen looks at the Person Escort Record (PER) specifically and lists all relevant documents available, considering and documenting any health related issues highlighted on any of these documents. This has been repeatedly raised and discussed in Healthcare clinical briefings and team meetings since the changes were made.</p> <p>An audit was carried out on reception screenings to ensure that the PER has been looked at in all cases, and compare the SystemOne entry with health related information on the PER. A 50% sample of reception screenings over a 4 week period found some deficits in the details recorded. The results of the audit were shared with the nursing team, and individuals that have been identified as not having documented key information from the PER have been met with and provided with guidance.</p>	Head of Healthcare September 2017
2	The Head of Healthcare should ensure that healthcare staff record all their interactions with prisoners in the medical record.	Accepted	<p>Registered Nursing staff follow the Professional Code of The Nursing and Midwifery Council (NMC) which specifies in section 10 that all nurses must 'keep clear and accurate records relevant to practice'. This includes completing all records at the time or as soon as possible after an event, recording if the notes are written sometime after the event.</p> <p>The importance of making accurate contemporaneous notes is discussed daily in clinical handovers. All registered nurses are engaged in 4 to 6-weekly professional supervision where record keeping is discussed and reviewed.</p>	Head of Healthcare Completed

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			<p>The nurse that failed to make an entry in connection with Mr Basalat's care, has been provided with additional guidance and is attending a Trust wide (CNWL) course titled 'The legal aspects of record keeping' on 19.09.17.</p> <p>A bi annual records audit is carried out by CNWL NHS Trust to ensure compliance; these were completed January and June 2017.</p>	
3	The Governor should ensure that all staff, including healthcare staff, in reception and on the first night centre are aware of their responsibility to complete the risk assessment section of the early days in custody booklet.	Accepted	<p>In March 2017, guidance to staff was issued on how to complete the risk assessment section of the early days in custody booklet.</p> <p>100% quality assurance checks are now in place, undertaken by First Night Centre managers, to ensure quality of these documents is maintained and that individuals can be challenged if these are not appropriately completed.</p>	Head of Safer Custody Completed