

Action Plan-Mark McCulloch. HMP Leeds. NC. 19/06/2016

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare should ensure that all urgent referrals contain accurate information and are sent within 24 hours.	Accepted	<p>A local operating procedure has been developed, and will be disseminated to all clinical staff, setting out the process for completing and assessing referrals. This procedure requires that urgent referrals are dealt with immediately, and sent within 24 hours. A referral tracker has been developed to monitor the timescales.</p> <p>Urgent referrals will be discussed at the weekly Multi Professional Complex Case Conference, which monitors all outcomes, including the timeliness of urgent referrals.</p> <p>Starting in December, a six monthly audit will be scheduled to ensure compliance, and the outcomes will be discussed at the local Quality and Assurance meeting.</p>	Head of Healthcare Complete and ongoing
2	The Governor should ensure, in line with Prison Rule 22 and PSI 64/2011, that the next of kin of seriously ill prisoners are informed as soon as possible so that they are able to visit them in hospital without unnecessary delay.	Accepted	<p>A system has been put in place to identify a Healthcare member of staff who, in receipt of information concerning a potential life threatening condition, diagnosis or serious deterioration in health, will inform the Duty Governor.</p> <p>The Duty Governor is then responsible for appointing a Family Liaison Officer who will ensure that the prisoner's next of kin are informed as soon as possible. Guidance on the process to follow has been disseminated to all the Senior Management Team</p>	Head of Safety Complete