

**Action Plan- Raymond Stevenson . HMP Elmley . NC. 27/03/2018**

<b>No</b>	<b>Recommendation</b>	<b>Accepted/Not Accepted</b>	<b>Response</b>	<b>Target date for completion and function responsible</b>
1	The Head of Healthcare should ensure that staff are aware of the care plans in place for individual prisoners and that they provide care in line with them.		A reminder to the unit manager and inpatient staff (staff notification) was sent on 20/08/18 reminding them of their responsibilities to ensure that care is provide in line with the care plans in place for each individual. This information will be discussed formally at each nursing handover. The unit manager will now audit the records each day to ensure compliance and sign to clarify the same. The new Quality Lead (appointment starts September 2018) will be responsible for carrying out random audits of documentation to ensure compliance and standards are maintained.	October 2018 Head of Healthcare