

Action Plan – Shariq Chughtai. HMP Oakwood. Natural Causes. 05/06/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare at HMP Bullingdon should ensure that handwritten notes are dated, and that any relevant information is recorded and actioned.	Accepted	<p>The healthcare admin team at HMP Bullingdon currently scan all documentation received regarding a prisoner's health onto the record on SystemOne. If a clinician endorses a document with a request and/or information, this is also scanned and uploaded to the electronic record before the request is then completed as required.</p> <p>An email communication has been sent to Clinicians reminding them to date and sign any handwritten endorsements they make and the admin team have been reminded (via a team meeting) to ensure the endorsement is dated, scanned onto SystemOne and the requests actioned as appropriate.</p>	<p>Complete</p> <p>Head of Healthcare</p>