

**Action Plan – John Howard . HMP Stanford Hill . NC . 20/06/2017**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare should ensure that there is a robust system in place at HMP Stanford Hill to ensure that prisoners are referred appropriately and promptly to specialist and secondary healthcare services.	Accepted	<p>The Healthcare administrator is responsible for managing all correspondence received into the department. The Healthcare administrator will ensure that all external letters from specialists or Consultants will be stamped as received, seen and signed as seen by the GP and they will be responsible for documenting on SystemOne that action has been taken where necessary.</p> <p>The administration staff will not scan any document onto the system until they have received the supporting referral letters to ensure that the referral has been made. This means that there a tight process to ensure that prisoners are referred to specialist and secondary healthcare services properly and promptly.</p>	<p>January 2018</p> <p>Integrated Care 24 limited</p>