

Action Plan – Mr Patrick Weedon at HMP Winchester – Natural Cause on 23/10/2019

No	Recommendation	Accepted/ Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare should remind all clinical staff of the importance of accurate and contemporaneous record keeping in line with NMC and GMC professional guidance.	Accepted	The healthcare team have regular weekly team meeting. Clinical cases and the importance of accurate record keeping is regularly discussed and minutes are taken. The NMC Code of conduct regarding record keeping has been shared with clinical staff (in February 2020) to remind them of their responsibility to maintain clinical records in line with their professional standards.	Complete Head of Healthcare