

**Action Plan – Mr Bernard Short at HMP Swaleside – Natural Causes on 19/10/2019**

<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 the reception screening of any incoming prisoner should be carried out by a Registered Nurse, in line with the requirements of the NHS England Service Specification.	Accepted	All new reception screenings are now being completed from October 2019 by a Registered Nurse who is detailed and allocated daily for this task. A competency assessment is completed for all nursing staff who work in reception.	Complete  Head of Healthcare
2	The Head of Healthcare should ensure that a second health screen is offered to all incoming prisoners	Accepted	All new receptions are offered a secondary screening the next day. This process is now in place (from 7 <sup>th</sup> June 2019) and is subject to audit monthly via Health and Justice Indicators of Performance reporting. A Notification has been sent out to all clinical staff in June 2019 and a reminder was sent again on 20 February 2020.	Complete  Head of Healthcare
3	The Head of Healthcare should ensure that healthcare staff request the medical records from the GP practice that the prisoner had last been registered with.	Accepted	This recommendation is included in the Swaleside Reception Policy to ensure that the Summary Care Record is accessed via the NHS portal. A Notification was sent to all reception/FNC nurses to remind all staff to access the NHS Portal for the prisoner's records and to record the GP details on SystemOne.	Complete  Head of Healthcare
4	The Head of Healthcare should ensure that healthcare staff follow a recognised and structured end of life pathway for prisoners, including a personalised care plan, holistic assessment and regular multi-disciplinary and	Accepted	There is an End of Life Care Policy in place. A Notification about the Policy was discussed at a full staff meeting in October 2019 and emailed to staff thereafter. The notification was issued again on 19 February 2020, that all prisoners on the Life Limiting Illness register or who are discussed in the Life Long Illness meeting must have a Care Plan added to their SystemOne medical record.	Complete  Head of Healthcare

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	multi-agency reviews, in line with guidance, the IC24 policy and NICE guidance.		The Head of Healthcare will audit the records monthly of the prisoners on the end of life pathway to ensure compliance	
5	The Head of Healthcare should ensure that prisoners are fully involved in reviews of their medication, care planning and decision making in line with the Nursing and Midwifery Code of Conduct and the General Medical Committee	Accepted	The Policy has been reviewed to reflect national guidance and Nursing and Midwifery Code of Conduct and GMC. There is a lead nurse in place since 7 <sup>th</sup> January 2019 who is responsible for the prisoner's involvement in reviews. Multi-Disciplinary Team meetings are operated bi-monthly and the lead nurse also attends the meeting. A notification was sent out to all clinical staff on 7 <sup>th</sup> February 2020 to remind them of the Policy.	Complete Head of Healthcare
6	The Head of Healthcare should ensure that all prisoners receive secondary care treatment within the timeframe set by the national referral to treatment time waiting time targets.	Accepted	No external appointments can be cancelled below the grade of Governor and in consultation with Head of Healthcare and no rapid referral appointments will be rescheduled. Additionally, hospital appointments are subject to monthly audits.	Complete Head of Healthcare
7	The Governor and the Head of Healthcare should ensure that HMP Swaleside have measures in place to aid communication with those who have hearing and speech difficulties.	Accepted	The Social care pathway is in place which will ensure access to appropriate AIDS. This was reviewed in October 2019 and sent out to all staff as a reminder of the process.  A register of those prisoners requiring aids is maintained and the Head of Healthcare will audit this monthly to ensure necessary aids received and are in place for each prisoner.	Complete Head of Healthcare

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8	The Head of Healthcare should ensure that healthcare staff document fully all consultations, providing a care plan with clear goals and outcomes, in order to meet the record keeping standards in line with the Nursing and Midwifery Code of Conduct and the General Medical Committee.	Accepted	<p>There is a care planning procedure document in place. The Clinical Nurse Manager will lead on care planning. Staff awareness of this baseline is discussed during clinical supervision and reflective practice</p> <p>Quality assurance audits are completed to ensure compliance. The last audit undertaken in January 2020 has denoted 95% compliance in this area</p>	<p>Complete</p> <p>Head of Healthcare</p>
9	The Head of Healthcare should ensure that they introduce a system by which to measure and report on the quality of end of life care	Accepted	There is a lead nurse in place, who provides an update to the team on the prisoner's prognosis, compassionate release progress, DNACPR status and discuss any relevant issues. Additionally, the policy was reviewed in February 2020 to reflect national guidance. MDT meetings are operated bi-monthly. The quality of end of life care is audited by the Head of Healthcare monthly to ensure actions taken for each prisoner meet the end of life policies	<p>Complete</p> <p>Head of Healthcare</p>