

Action Plan – Mr Michael Pracy at HMP Channings Wood – Natural Causes on 29/04/2020

No	Recommendation	Accepted/ Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare should ensure that staff make full and accurate entries in the prisoner's medical record, including full details of the clinical observations taken.	Accepted	<p>The Healthcare team will review this case through a clinical supervision session by the end of October 2020 to identify areas of documentation in need of improvement. Clinical Supervision is recorded and audited through the annual audit planner. Results of these audits are discussed through Local Quality Assurance Meetings monthly and any further issues can be escalated through to the Regional Quality Assurance meetings held quarterly or the Local Quality Delivery Boards held monthly.</p> <p>The senior management team and line managers will continue to oversee recording of notes and audit this through monthly 1-1's with individual staff. At each 1-1 staff will review a set of notes with their line manager to ensure the quality of record keeping is in line with record keeping standards, we have already implemented the Arden Template. Notes are kept of these meetings in staff files and these are audited through the annual audit planner. Results of these audits are discussed through Local Quality Assurance Meetings monthly and any further issues can be escalated through to the Regional Quality Assurance meetings held quarterly or the Local Quality Delivery Boards held monthly.</p>	<p>October 2020</p> <p>Healthcare Team</p> <p>Ongoing</p>