

Care inspection action plan			0: Grey: Complete 1: Red: Attention Required 2: Yellow: Monitor 3: Green: On track				Mar-18					Apr-18				May-18				Jun-18				Jul-18				Aug-18				
Quality Measure	Recommendation	Activity	Activity Owner	Start Date	Due Date	Status	5/3	12/3	19/3	26/3	2/4	9/4	16/4	23/4	30/4	7/5	14/5	21/5	28/5	4/6	11/6	18/6	25/6	2/7	9/7	16/7	23/7	30/7	6/8	13/8	20/8	27/8
Quality of care and support	Moving on/discharge Plan	Implement new section into the support plans showing reason for admission and what plan of action is regarding longer term plan. Includes what is required, home visits, POCs, Care home choices, goals.	Manager	13/03/2018	01/05/2018	●																										
				This has been implemented and is in use.																												
	Support plans	Make support plans more dynamic, maximising the positive supports in place, show continuity. Monthly updates completed (regular recording inbetween as required)and audited by Senior staff (audit tool devised). Support plans to be more person centred and now clearly being written with the individuals wishes regarding support recorded ie "I". Choices, likes and support needs, preferences regarding care such as male/female carer or bath/shower etc will be clearly documented into the support plan, also show the ways in which independence will continue to be promoted.	Staff team	13/03/2018	01/06/2018	●			3	3	3	3	3	3	3	3	3	3	3													
	Support Plans	Care Plan reviews to be carried out every 6 months with clients and families and should be done face to face whenever possible. Explanation must be provided on why this has been carried out any other way ie telephone. Consents forms to be completed for use of bedsides and sensor floor mats.	Senior staff	13/03/2018	01/05/2018	●			3	3	3	3	3	3	3																	
	Support Plans	One page profiles being completed with individuals to also show goals and these now have a review date to ensure that they are still relevant. To be reviewed every 6 months. These may no longer be required due to improved support plans and mini support plans. Further discussion with Inspector so was agreed as long as these still show the person.	Staff team	13/03/2018	01/05/2018	●			3	3	3	3	3	3	3																	
	Risk Assessments - To be less generic and show the individuals support requirements to minimise or prevent harm. These will be looked at by the management team and the generic ones removed from the template new support plan.	Senior staff	13/03/2018	01/06/2018	●			3	3	3	3	3	3	3	3																	

Care inspection action plan			0: Grey: Complete 1: Red: Attention Required 2: Yellow: Monitor 3: Green: On track				Mar-18					Apr-18				May-18				Jun-18				Jul-18				Aug-18					
Quality Measure	Recommendation	Activity	Activity Owner	Start Date	Due Date	Status	5/3	12/3	19/3	26/3	2/4	9/4	16/4	23/4	30/4	7/5	14/5	21/5	28/5	4/6	11/6	18/6	25/6	2/7	9/7	16/7	23/7	30/7	6/8	13/8	20/8	27/8	
		<b>Mini Support plans</b> - Now being completed and these will be kept in the clients bedroom inside their wardrobe and will give clear precise instructions regarding support requirements. <b>Manual Handling Plans</b> - Will also be completed in put into clients rooms to show exactly what supports are needed and in what way this should be carried out safely ie use of mobility aids or equipment. Both these plans will show how independence can be promoted taking into account choices, wishes and preferences.	Senior staff/Care Staff	13/03/2018	01/05/2018	●																											
	Service User Agreements	New agreement devised and now being discussed and implemented with client and carer involvement to ensure all parties understand the support being provided (Support Plan). Also a specific support plan agreement will now be implemented.	Senior staff/Care Staff	13/03/2018	01/05/2018	●																											
	Controlled Drugs	More robust systems for auditing now in place. Audit tool in use to check stock morning and night, any errors recorded and corrective action taken	Manager	20/02/2018	22/02/2018	●																											
		CD Book, index being used to document what page(s) in the book a client is using	Senior staff	20/02/2018	22/02/2018	●																											
	Clients Activities	Schedules of activities displayed in all units in the home with a list of events outwith regular planned activites ie concerts or outings. Activity plans completed with clients clearly showing their interests and how these can still be achieved. Also regular updates to be carried out and changes to activity timetable to give variety and be inclusive to all clients. 28/03/18 - New activity plan being added to the support plan and will be put into use as soon as possible.	Manager and senior team	10/03/2018	01/06/2018	●																											
	Adult Support & Protection	Briefing to be held with all staff to ensure that they are aware of their responsibilities regarding the reporting of adult protection concerns. First date set as 21/3/18. Also E-learning course advised for refresher on awareness.	Manager	13/03/2018	01/05/2018	●																											
Environment	External Ramps	Currently works underway to finish the external ramps and provide safe exit from the building in the event of an evacuation taking place. Paving being	Building maintenanc	28/02/2018	27/04/2018	●																											

Care inspection action plan			0: Grey: Complete 1: Red: Attention Required 2: Yellow: Monitor 3: Green: On track				Mar-18					Apr-18				May-18				Jun-18				Jul-18				Aug-18					
Quality Measure	Recommendation	Activity	Activity Owner	Start Date	Due Date	Status	5/3	12/3	19/3	26/3	2/4	9/4	16/4	23/4	30/4	7/5	14/5	21/5	28/5	4/6	11/6	18/6	25/6	2/7	9/7	16/7	23/7	30/7	6/8	13/8	20/8	27/8	
		laid around the perimeter of the building following from all fire exits to enable both wheelchairs and those with reduced mobility to safely exit building.																															
		Summer House, paving being widened and small ramp to be fitted at entrance of summer house	Building maintenance	28/02/2018	01/05/2018	<div></div>	3	3	3	3	3	3	3	3	3	3																	
	Bathrooms	Upgrading of bathrooms in all units, doors and flooring to be replaced. Dementia friendly with blue toilet seats and hand rails. Pipes will be boxed in when the bathrooms are upgraded Works being started 23/4/18	Building maintenance and manager	13/03/2018	01/06/2018	<div></div>			3	3	3	3	3	3	3	3	3	3	3														
		Parker bath - power to be reconnected following water damage - Have discussed with building services manager (William Jackson) the prolonged wait we have had. This will be looked at by a surveyor and action taken. RECONNECTED	Manager and building maintenance	26/03/2018	26/03/2018	<div></div>				0																							
Environment	Bathrooms	Mull unit - bath not use as no lifting equipment so will be removed and replaced with a shower room. Skye Unit - Medibath very rarely used due to having to step into this this so will be removed and replaced with a malibu bath (same as Jura & Harris) Additional Showerroom being put in place upstairs to give more options to clients. Works being started 23/4/18	Building maintenance	13/03/2018	01/06/2018	<div></div>			3	3	3	3	3	3	3	3	3	3	3														
		Adjustable vinyl waterproof chairs ordered for main bathrooms with removable arms and padded seat and back rest. Delivered in insitu.	Admin	19/03/2018	16/04/2018	<div></div>			0	0	0	0	0	0																			
		Pull cord nurse call buzzers will be discussed with Stuart Murray and CSS (who maintain this system) for the bathrooms above toilet area and decision made on this.	Building maintenance team and Manager	19/03/2018	01/06/2018	<div></div>			2	2	2	2	2	2	2	2	2	2	2	2													
	Bedrooms	Make bedrooms more homely, canvas's, prints and pictures being put up on walls as well as clocks. Touch lamps purchased will also assist those with visual impairment or reduced motor skills, improving illumination. Double sockets being fitted within all rooms to enable lamps to be next to beds. Pictures/Canvass, lamps and some clocks purchased.	Manager	13/03/2018	01/05/2018	<div></div>			3	3	3	3	3	3	3																		

Care inspection action plan			0: Grey: Complete 1: Red: Attention Required 2: Yellow: Monitor 3: Green: On track				Mar-18					Apr-18				May-18				Jun-18				Jul-18				Aug-18				
Quality Measure	Recommendation	Activity	Activity Owner	Start Date	Due Date	Status	5/3	12/3	19/3	26/3	2/4	9/4	16/4	23/4	30/4	7/5	14/5	21/5	28/5	4/6	11/6	18/6	25/6	2/7	9/7	16/7	23/7	30/7	6/8	13/8	20/8	27/8
Environment	Bedrooms	Decoration being arranged for bedrooms through council maintenance department and further rooms being done by handy person. Decoration works started 16th April 18	Building maintenance team	13/03/2018	01/05/2018	●			3	3	3	3	3	3	3																	
		Damaged bedside cabinets, chest of drawers and some wardrobes being replaced. These have been ordered. Delivered and insitu	Manager	19/03/2018	16/04/2018	●			0	0	0	0	0																			
	Equipment Risk assessments	Will now be removed from all beds, wheelchairs etc and stored in a separate equipment risk assessment folder and all relevant staff made aware of where these are kept. These will reviewed annually or earlier if necessary.	Senior staff	19/03/2018	02/04/2018	●			0	0	0																					

PROJECT TEAM:

[illegible]