

Regulation	Regulation 17 HSCA (RA) Regulations 2014 Good governance				
Regulated Activity	Treatment of disease, disorder or injury				
Requirement	Ensure that the patient record system used within the Pembridge Palliative Care Unit must be reviewed to ensure that all staff are able to participate in recording patient assessments and care plans in a way that meets safety requirements.				
Local Description	As per requirement description				
Action(s)	M04	Owner(s)	Hilary Shanahan, James Benson, Ian Jones, Rosie Waskett	Action Deadline 30/11/15	
Individual tasks required to complete action			Task Deadline	Action to date	Task Status
a)	Provide training to all staff within the Pembridge Unit (including agency) around requirements for completing assessments		10/07/15	All staff at Pembridge including agency staff have received training.	COMPLETED
b)	Provide training to all staff within the Pembridge Unit (including agency) around requirements for completing care plans		10/07/15	All staff at Pembridge including agency staff have received training.	COMPLETED
c)	Configure Crosscare to ensure display of care plans and assessments is clearer and more intuitive		30/10/15	The configuration changes required to upload to Crosscare has been raised at Crosscare Working Group. Have named lead, IM&T identified and the IM&T work is on 'priority list' / agreed as priority for development	OPEN
d)	Develop Standard Operating Procedure for all staff using Crosscare (including competency assessment and sign-off)		16/10/15	SOP and training for all staff (including agency) in place.	COMPLETED
e)	Monitor updates at Crosscare Working Group [action embedded as business as usual]		31/08/15	Cross care working group in place. Care plans and assessments discussed.	COMPLETED
f)	Update operating system on laptops to ensure patient record system can be accessed efficiently		31/07/15	Laptops on ward have been reconfigured and working.	COMPLETED

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g)	Trust wide: Review System One to ensure templates for assessment and care planning are fit for purpose, clear and intuitive and develop Standard Operating Procedure for all staff			30/11/15		OPEN
h)	Provide training to all Trust wide staff involved in the provision of End of Life care around requirements for completing assessments and care plans.			30/11/15	End of Life care education standards developed and training programme being developed for trust wide implementation – this includes assessment and care planning.	OPEN
Action Status	IN PROGRESS					