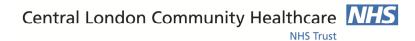


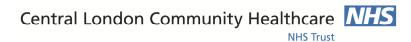
Regulation Regulation 18 HSCA (RA) Re		julation 18 HSCA (RA) Regulations 2014 Staffing								
Regu	ulated vity	Treatment of	Treatment of disease, disorder or injury							
Requ	uirement		Ensure that there are sufficient numbers of suitably qualified, competent, skilled and experienced staff in health visiting, school nursing and occupational therapy within children and young people services.							
Loca	ıl eription	As per requir	ement descript	ion (above)						
Actio	on(s)	M08	Owner(s)	Sheila Pearce; Michele Harrison	Action Deadline	31/03/16				
Indiv	ridual task	s required to	complete action	on	Task Deadline	Action to date	Task Status			
a)	a) Collaboration between different departments, with dedicated leads				31/08/15	Recruitment and Retention Working Group includes representatives from Health Visiting, School Nursing, HR and OD, Quality & Learning, Comms. Action plan has clear leads for each action.	COMPLETED			
b)	Identify cl	lear leads for b	oth HV and SN	recruitment from Team Leaders	31/08/15	See above.	COMPLETED			
c)	Review a	nd update curre	ent adverts		30/09/15	Job adverts have been refreshed and re-advertised.	COMPLETED			
d)	Review of the recruitment pathway, including interview process					Interview process sub task & finish group met and completed review. This work highlighted process issues outside the control of CHD division which has been linked to the Trustwide review currently taking place, led by Capita.	COMPLETED			
e)	Review of	f salary offered	to newly qualif	ied staff	31/08/15	All newly qualified Health Visitors were entered onto the pay scale	COMPLETED			



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Regu	ulation	Regulation 1	8 HSCA (RA) R	egulations 2014 Staffing							
Regulated Activity		Treatment of	Treatment of disease, disorder or injury								
Requirement		Ensure that there are sufficient numbers of suitably qualified, competent, skilled and experienced staff in health visiting, school nursing and occupational therapy within children and young people services.									
Loca	al cription	As per requirement description (above)									
Actio	on(s)	M08	Owner(s)	Sheila Pearce; Michele Harrison	Action Deadline	31/03/16					
Indiv	vidual task	s required to	complete actio	n	Task Deadline	Action to date	Task Status				
						recognising relevant previous experience, rather than entering at the bottom of a Band 6.					
f)	Ensure exit interviews are offered and that staff are given a choice about who they meet				31/08/15	Message from ADQ circulated to CBU Managers for onward cascade to team leads to ensure staff understood the options available for exit interviews.	COMPLETED				
g)	Represer	ntation at job fa	irs/set up open	days/Listening Events	30/11/15	Variety of attendances by senior representatives from CHD at Job Fairs, and University open days. Series of listening events planned for November.	OPEN				
h)	Workforc	e analysis			30/11/15	Since the inspection, the HR Business Partner has developed and implemented a system which tracks vacancies and recruitment progress within health visiting and school nursing. This is updated on a monthly basis which is shared with the	COMPLETED				



Regu	ılation	Regulation 1	8 HSCA (RA) F	Regulations 2014 Staffing		Tour Healthcare Ci				
Regu Activ	ılated vity	Treatment of	Treatment of disease, disorder or injury							
Requ	uirement			ent numbers of suitably qualified, co erapy within children and young peo		lled and experienced staff in health visiting	g, school			
Loca	l cription	As per requi	rement descript	ion (above)						
Actio	on(s)	M08	Owner(s)	Sheila Pearce; Michele Harrison	Action Deadline	31/03/16				
Indiv	idual task	s required to	complete action	on	Task Deadline	Action to date	Task Status			
						recruitment and retention working group members. This is in addition to the regular workforce report presented at each divisional board meeting and divisional performance review meeting.				
i)	i) Analysis of specific staff survey results/create action plan				30/09/15	Results of the survey were shared with the CBU Managers and following discussion at Divisional Management Team an action plan was developed in partnership with HR and OD colleagues. Progress on the action plan is monitored at the Divisional Management team meeting.	COMPLETED			
j)	Review a	nd re-launch c	of clinical superv	ision	30/09/15	Review has been completed and the information on the intranet has been updated. Clinical Supervision has been added to the Trust-wide revalidation action log, as a result training dates have been offered,	COMPLETED			



Regu	ılation	Regulation 1	Regulation 18 HSCA (RA) Regulations 2014 Staffing							
Regu Activ	ılated vity	Treatment o	Treatment of disease, disorder or injury							
Requ	irement	Ensure that nursing and	there are sufficion	ent numbers of suitably qualified, co erapy within children and young peo	ompetent, ski ople services	lled and experienced staff in health visiting	g, school			
Loca	l ription	As per requi	rement descript	ion (above)						
Actio	on(s)	M08	Owner(s)	Sheila Pearce; Michele Harrison	Action Deadline	31/03/16				
Indiv	idual task	s required to	complete action	on	Task Deadline	Action to date	Task Status			
						commencing October 2015 through to July 2016, all clinical staff within CHD have been encouraged to attend. CHD CBU Managers have been actively reviewing staff involvement in clinical supervision in line with the Trust policy.				
k)				staff gatherings, i.e. professional ecurring attendance]	31/08/15	Since the inspection greater emphasis has been placed on attendance by senior staff at staff meetings and visits to clinical areas. Following discussion it was agreed to monitor this at the Divisional Management Team meetings at least quarterly.	COMPLETED			
l)	Explore "	grow your own	" staff		30/11/15	Initial discussions have taken place within the sub group for the Band 5 development programme for school nurses. This work is being progressed as part of action 'S' below	COMPLETED			



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Regu	ılation	Regulation 1	8 HSCA (RA) R	egulations 2014 Staffing						
Regulated Activity		Treatment of	Treatment of disease, disorder or injury							
Requ	irement			ent numbers of suitably qualified, co erapy within children and young peo		lled and experienced staff in health visiting	g, school			
Loca	l ription	As per requir	ement descripti	on (above)						
Actio	on(s)	M08	Owner(s)	Sheila Pearce; Michele Harrison	Action Deadline	31/03/16				
Indiv	idual task	s required to	complete action	n	Task Deadline	Action to date	Task Status			
m)	Support CLCH students as they qualify to secure posts [action reoccurs annually for new cohort]				31/08/15	Work continues to support students in training which includes support with their application and interview process in the second half of their training.	COMPLETED			
n)	Ensure all training places are filled for each cohort [action reoccurs annually for new cohort – next cohort 31/01/16]					Each of the Specialist Community Practice Teachers have allocated students for the current academic year.	COMPLETED			
0)	Review and refresh the local induction pack for new starters					Review of the existing induction pack is underway and is being updated to reflect local changes and national institute of health visiting guidance. Will be completed by the end of November.	OPEN			
p)	Review and refresh Alternative Practice process					Alternative practice procedure agreed at Education Forum and cascaded across the Health Visiting service.	COMPLETED			
q)			landatory trainir ew at monthly c	ng compliance livisional board meetings]	31/08/15	This continues to be monitored through the Divisional Board	COMPLETED			



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Regu	ulation	Regulation 18 HSCA (RA) Regulations 2014 Staffing								
Regu Activ	ulated vity	Treatment of	Treatment of disease, disorder or injury							
Requ	uirement			ent numbers of suitably qualified, co erapy within children and young peo		lled and experienced staff in health visiting	g, school			
Loca	al cription	As per require	ement descripti	on (above)						
Actio	on(s)	M08	Owner(s)	Sheila Pearce; Michele Harrison	Action Deadline	31/03/16				
Indiv	idual task	s required to	complete actio	n	Task Deadline	Action to date	Task Status			
						Meetings.				
r)	r) Revise existing competency frameworks				31/12/15	This work is underway, initially concentrating on Band 5 school nursing and immunisation for Health Visitor and School Nursing.	OPEN			
s)	Design and deliver a Band 5 development programme					A working group has been established and development needs identified. Priority will be given to developing a Band 5 induction pack and competency assessments.	OPEN			
t)	celebrate	achievements	e.g. Bi-monthly	s to discuss good practice and Team Talk Newsletter/ nplemented as business as usual]	31/08/15	Staff achievements and good practice continue to be communicated to all staff within CHD through existing channels including Today@CLCH, Team Talk and the Intranet as well as team meetings.	COMPLETED			
u)	(via 0-19	forums, SN dev		onal Development opportunities k, L&D course catalogue) ess as usual]	31/08/15	CPD opportunities continue to be communicated to all staff within CHD through existing channels including	COMPLETED			



Regu	ulation	Regulation 1	gulation 18 HSCA (RA) Regulations 2014 Staffing							
Regu Activ	ulated vity	Treatment of disease, disorder or injury								
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Indiv	ndividual tasks required to complete action			Task Deadline	Action to date	Task Status				
						Today@CLCH, Team Talk and the Intranet as well as team meetings.				
v)	Maintain preceptorship for newly qualified health visitors, including academic sessions from Kingston University (Not Kings College London as previously noted)			31/03/16	Learning & Development team will continue to contract the academic element of the Preceptorship programme. Action learning set is currently being reviewed.	OPEN				
Monitoring of associated PREMS, Incidents and Complaints data at Divisional Quality & Governance Committee Meeting [action reoccurs monthly at meeting]			31/08/15	This continues to be monitored through the Divisional Quality & Governance Committee Meetings and Divisional Board Meetings.	COMPLETED					
x)	Consider how to maintain contact with alumni					This is being discussed in the recruitment and retention group.	COMPLETED			
Actio	on Status	IN PROGRI	ESS							