

ACTION PLAN

What Actions have been agreed to improve practice?

All Actions must be SMART compliant. The standardisation will support service improvements and facilitate accurate monitoring and collation of the evidence that areas for concern have been appropriately addressed.

SMART criteria

Specific	Measurable	Achievable	Relevant	Timely
Actions must be specific regarding what they need to achieve. This means they will be clear and unambiguous and have a defined focus.	Actions must be measurable, so it will be possible to demonstrate whether an action is being accomplished or not.	Actions must be achievable and attainable. Whilst they may be difficult, take a long time or stretch a team in order to implement, they must not be unobtainable.	Actions must be relevant and have a clear impact. It will be apparent as to how the action will improve the area of concern.	Actions must be timely and have a defined, but realistic, deadline date. This date cannot be amended without senior management approval and any change must be clearly documented and justified.

What needs to happen	Who will do it? <i>This must be in agreement with the nominated individual</i>	By When <i>This must be a realistic, timely date</i>	How will you know when it has been done	How will you know if it has worked	Action Level <i>Choose one level</i>	Action Theme <i>Choose one theme from the list at the foot of the document</i>	Date Action Completed
1					<input type="checkbox"/> Individual <input type="checkbox"/> The Team <input type="checkbox"/> The Service <input type="checkbox"/> The Directorate <input type="checkbox"/> The Borough <input type="checkbox"/> The Division <input type="checkbox"/> The Trust		
2					<input type="checkbox"/> Individual <input type="checkbox"/> The Team <input type="checkbox"/> The Service <input type="checkbox"/> The Directorate <input type="checkbox"/> The Borough <input type="checkbox"/> The Division <input type="checkbox"/> The Trust		
3					<input type="checkbox"/> Individual <input type="checkbox"/> The Team <input type="checkbox"/> The Service <input type="checkbox"/> The Directorate <input type="checkbox"/> The Borough <input type="checkbox"/> The Division		

					<input type="checkbox"/> The Trust <input type="checkbox"/> Individual <input type="checkbox"/> The Team <input type="checkbox"/> The Service <input type="checkbox"/> The Directorate <input type="checkbox"/> The Borough <input type="checkbox"/> The Division <input type="checkbox"/> The Trust		
4					<input type="checkbox"/> Individual <input type="checkbox"/> The Team <input type="checkbox"/> The Service <input type="checkbox"/> The Directorate <input type="checkbox"/> The Borough <input type="checkbox"/> The Division <input type="checkbox"/> The Trust		
5					<input type="checkbox"/> Individual <input type="checkbox"/> The Team <input type="checkbox"/> The Service <input type="checkbox"/> The Directorate <input type="checkbox"/> The Borough <input type="checkbox"/> The Division <input type="checkbox"/> The Trust		

Action 'theme' selection

Administration / Being Open / Care Planning / Child Protection / Clinical Procedures / Documentation / Escalation Of Risk/Information / Estates / Fire / Handover Procedures / Health & Safety / Human Resources / Incident Reporting / Induction Procedures / Information Governance / Information Sharing / Medication Errors / Mental Health Law Errors / Observation / Operational Procedures / Paris / Policy Compliance / Records Management / Resources / Risk Assessment Documentation / Safeguard Escalation / Supervision / Training / Trust Security