

ACTION PLAN FOR SUI/0184/05**PATIENT NAME:** [REDACTED]**DATE: 21 April 2006**

ISSUES/ RECOMMENDATIONS IDENTIFIED	PROPOSED ACTION	LOCAL OR TRUSTWIDE ACTION REQUIRED	EXPECTED OUTCOME	PERSON RESPONSIBLE	REVIEW DATE	DATE FINISHED	EVIDENCE
A review of the compilation of case notes should be undertaken with the objective of making past recorded information more easily available at the point of patient reviews.	Harlow CDAT to share their case file system with Changes and NEEDAS	The three CDATS to have the same system for recording information in the casefiles	All casefiles to have an improved past recorded information system	[REDACTED]	July 06	Oct 06	Report
Trust Health Care Record Group needs to review and approve	Trust Health Care Record Group to discuss	To be put on agenda for Trust Health Care Record Group	To be approved by Group and minuted to show it has been done	[REDACTED]	July 06	Oct 06	Minutes of Health Care Record Group
To randomly check three sets of casenotes during supervision for 3 monthly updates of risk assessments and care plan reviews	All supervisors to check three sets of casenotes when doing supervision	To be carried out by all three CDATS	All casenotes to be regularly checked during supervision	[REDACTED]	July 06	Oct 06	Report

PERSON COMPLETING: 

POSITION: Area Team Manager

DATE: 21/04/06

Signed.....