

Non-Compliance Action Plan

Non-Compliant Standard	Compliance Issue	Action Taken	Evidence of Completion	Completion By and Date
<p>The arrangements for ensuring that staff were appropriately supported through training and supervision to deliver care and treatment to the appropriate standards were not adequate. Regulation 23 (1)(a).</p>	<p>Staff have not completed Part 2 Induction</p>	<p>1) Staff files reviewed and updated where necessary or staff complete Part 2 Induction</p>	<p>All staff are signed off as having completed Part 2 Induction.</p>	<p>Jill Russell 01/03/2014</p>
	<p>Record of assessment and knowledge of CIS not completed</p>	<p>2) Induction package reviewed and workbooks used to show CIS are met</p>	<p>New starters complete workbooks which are kept on file.</p>	<p>Mark Williams 01/03/2014</p>
	<p>Staff have not completed all the required training</p>	<p>3) Staff files reviewed, training needs identified and training completed</p>	<p>Training matrix updated</p> <p>Staff receive training as identified in the training matrix</p>	<p>Jill Russell 01/03/2014</p> <p>Penny Williams 01/04/2014</p>
		<p>4) Ensure that staff training records are maintained accurately</p>	<p>Development of 'Training' tab in Lynx to record training and manage update reminders</p> <p>All completed training sessions are recorded in paper records and on Lynx within 5 days of completion</p>	<p>Mark Williams 01/08/2014</p> <p>Jill Russell 01/05/2014</p>
	<p>Supervision and appraisal policy is inconsistent with information provided to staff and inconsistently</p>	<p>5) Review of policy and associated documentation and forms</p>	<p>Policy reviewed and signed off by Partners including:</p> <ul style="list-style-type: none"> • Community Supervision Form • Supervision Record • Appraisal Form <p>All staff made aware of updated policy requirements.</p>	<p>Mark Williams 01/05/2014</p> <p>Mark Williams 01/06/2014</p>
		<p>6) Implement new policy and supervise and observe staff accordingly</p>	<p>Signed supervision records kept on file and noted in Lynx</p>	<p>Jill Russell 01/06/2014</p>