

Task Tracker - RAP

Ref	Owner	ASSIGNED TO	LINKED TO	WHAT TO DO	START DATE	DUE DATE	% COMPLETE	ON
S1	LRS	Stephanie	Non-Clinical Audit Schedule	ask existing providers to share their H&S assessments and then train one internal person on H&S to carry out your own assessments or source a third party which shall cost few hundred pounds.			25%	
S2	LRS	George	H&S	ask your H&S officer to tailor the policies to your business model and then for each site you have, enter the name at the bottom and write any specific instructions for that location (where applicable).			75%	
S3	QMADS	Amanda	Practice Leads	as per your business model, enter the name of the leads against each business operation, make sure the person you enter does have adequate and relevant training, then add the name of the person who could act as sub-lead and then the decision make, publish that on shared protal for staff and send out a memo.			50%	
S4	BOTH	Khushi	TRN MTRX + BSA + PP	Design the training matrix, provide bsa record/evidence where applicable, edit the relevant policy.			100%	✓
S5	QMADS	Malaika	Safeguarding	Amend the safeguarding policy according to clinic locations and cascade to staff including instruction to download Safeguarding App.			100%	✓
S6	LRS	Archie	Safeguarding	No action required - will be covered by S5.			100%	✓
S7	BOTH	Arthur	HR & Safeguarding	Compile the HR Checklist and provide recriutment statement alnog with DBS Record.			50%	
S8	BOTH	Elsie	Infection Control	Create an index of all locations with supporting evidence for infection control audit and relevant docs. The templates can be obtained from QMADS.			25%	
S9	LRS	Ayesha	Infection Control	QMADS to provide Infection control audit template			75%	
S10	LRS	William	Infection Control	Sharps bin policy and staff awareness test - 3 months criteria			100%	✓
S11	LRS	Amanda	Safe Staff	No action required.			25%	
S12	BOTH	Stephanie	Safe Staff	Amend induction and staff training in the relevant policy.			25%	
S18	LRS	George	Record Keeping	No action required.			100%	✓
S20	LRS	Malaika	Referrals	No action required.			100%	✓
S21	LRS	Amanda	Medicines Management	Gather the information from all locations which medicines drugs are they keeping, get the list and associate that with each location, also the written procedure and responsible person who would initiate the procedure.			50%	
S24	LRS	Archie	Safeguarding	QMADS to read the significant event policy and ensure its compliant and the procedural loop is closed.			50%	
S25	LRS	Elsie	Inspection	Communicate to the staff that for the purpose of Compliance Inspection			0%	

To-Do List

Ref	Owner	ASSIGNED TO	LINKED TO	WHAT TO DO	START DATE	DUE DATE	% COMPLETE	ON
E7	LRS	Jack	Safe Staff	Please start producing evidence of staff qualification to be sent later to CQC on completion of this plan.				
E9	LRS	Jack	Training	Create an list of mandatory training including procedure specific training and index the evidence of past, present and future due training dates.				
E16	LRS	Jack	Training	Check MCA training and consent form for compliance to be sent to Tariq to check.				
W1	LRS	Davu	H&S - IC	Nominate and train internal IC and H&S lead to co-ordinate with third-party locations and internal evidence.				
W2	LRS	Chike	Leadership	Ensure that staff is available for next scheduled inspection.				
W4	LRS	Chike	Leadership	Ensure that staff is available for next scheduled inspection.				
W6	LRS	Chike	Leadership	Ensure that staff is available for next scheduled inspection.				
W9	LRS	Jack	Training	Sign-up with BSA and create the database for staff training so any upcoming training can be flagged and chased.				
W10	LRS	Davu	Appraisals	Create the index of all staff in relevant teams, review the appraisal policy, assign relevant people as appraisers and set out the schedule.				
W11	LRS	Ade	Staff Well-being	Create an system where examples of these can be recorded as evidence.				
W12	LRS	Ade	Training	Provide evidence of equality and diversity training.				
W13	LRS	Taraji	Governance	Change the governance policy in line with Quality Assurance Policy.				
W14	LRS	Taraji	Governance	Speak with Tariq about QCS Policies.				
W15	LRS	Taraji	Governance	Design the organogram, incorporate features from HR titles, business operations and form teams.				
W16	LRS	Taraji	Governance	Provide roles and responsibilities index with deputy.				
W17	LRS	Taraji	Governance	QMADS to check the HR policy and advise accordingly.				
W18	LRS	Taraji	Governance & Safety	Check SLA agreement and its scope of services.				
W19	LRS	Taraji	Governance & Resilliance	QMADS to advise on the structure of the report and which content to include in a presentable way and the purpose of such.				
W25	LRS	Ade	Medical Emergencies	Check staff training, QMADS to check SLA for each location.				
W28	LRS	Stephanie	Service Improvement	QMADS to provide a formalise structure to be used as a tracker of events and changes.				
W31	LRS	Stephanie	Service Improvement	QMADS to provide Audits Schedule and how to evidence the outcomes.				