

Action Plan – example template

Title – Action plan related to the review of *(insert details)*

(Please complete a separate sheet for each recommendation)

Recommendation 1 (or root cause if a full RCA has been undertaken)	<i>(example only – Care homes should review their record keeping arrangements and ensure all staff are aware of any changes made)</i>				
	Action 1	Action 2	Action 3	Action 4	Action 5
Action required to address recommendation/root cause	<i>Individual care records (both electronic and paper based) to be reviewed to ensure they are filed securely & legible.</i>	<i>All staff working in the care home to undergo training in record keeping including IT training.</i>			
Level for action (e.g Org, Direct, Team, Individual)	<i>Care home manager</i>	<i>Care home manager</i>			
Implementation by (who?):	<i>Mrs E Right (Senior Officer, ABC Care home)</i>	<i>Mrs E Right (Care home Manager, ABC Care Home)</i>			
Target date for Implementation (incl actions which have already been implemented)	<i>June 2014</i>	<i>Sept 2014</i>			

Additional resources required to implement the action (e.g time, money, other)	<i>None required</i>	<i>Time commitment required to implement this action as all staff will undergo half day training on IT package</i>			
Evidence of progress and completion	<i>Care records have been reviewed and updated and all records are now fully legible and filed safely and securely.</i>	<i>As at August 2014 80% of staff have undergone the appropriate training – action on target for completion by end Sept 2014</i>			
Monitoring & evaluation arrangements	<i>Random sample of records to be reviewed every 6 months to ensure records have remained accurate, legible etc</i>				
Sign off - action completed date:	Action completed June 2014				
Sign off by:	R. Smith Care Home Manager				