

SMART*** ACTION PLAN

Actions should be straightforward and emphasise what will be done to reduce the risk.

Recommendations	Action	Person responsible	Due Date	Date Implemented	Cost Implication?
Look at updating décor in the wards and creating a brighter atmosphere.	The Trust has a programme to relocate all paediatric wards on the first floor and to make them much brighter and age appropriate (Similar to Mercury Ward). At present there is work ongoing in the Trust to replace lighting to LED, this will make the ward corridor brighter than at present in its present location	ISS	Lighting – Feb 14 Move to new wards end 2014/15.		
Ensure all staff are aware of the hospitals discharge policy and implement it with each patient.	The Trust is carrying out a range of measures to improve discharge information for patients. Predicted date of discharge is now agreed on admission & documented for each patient. All patients should be given their discharge letter & in hours outpatients appointment prior to discharge, unless in exceptional circumstances. We are reviewing and updating our information leaflets for admission and discharge. The nursing staff on the ward complete a discharge checklist for all patients to ensure children and their families are aware of discharge information. Regular audits are carried out of discharge information given to ensure the process is correctly followed.	Jo Lawson – Paediatric Bed Manager	Ongoing		

<p>It should be ensured that all patients, parents or carers' receive discharge information (as much as possible) within 48 hours. If patients' circumstances change while in hospital, ensure updated discharge information is given.</p>	<p>We now have resident paediatricians 24/7 to ensure that all children admitted see a consultant within 12 hours of admission and a management and treatment plan is agreed. This should include a discharge plan. See above point re discharge information.</p>	<p>Ward Managers and Paediatric Bed Manager</p>	<p>Ongoing</p>		
<p>Dignity Champions recommend that no cleaning or non-emergency procedures are being carried out during protected meal times.</p>	<p>The Trust has protected mealtimes in place and this includes within paediatrics. The lights are dimmed in the corridors to signal this from 12:00 – 13:00. Staff will be reminded of this and posters updated to act as a visual reminder. This will be discussed at the monthly Catering Steering Group.</p>	<p>Stephanie Thomas and Ward Managers</p>	<p>Jan 2014</p>		
<p>Keep children in separate bays from babies whenever possible.</p>	<p>The Trust is fortunate to have an adolescent ward for young people aged 11-16. We aim to nurse babies and younger children separate where possible, although this is not always possible depending on space and infection control needs of the wards. The new build will allow the adolescent ward to be completely separate from those containing younger children and babies.</p>	<p>Paediatric Bed Manager</p>	<p>Ongoing</p>		
<p>Carry out more frequent checks on bathrooms and toilets to ensure cleanliness and ensure taps/showers are working.</p>	<p>Regular audits are carried out between ISS, the Trust cleaning contractor and ward staff. Following a noticed drop in cleaning standards, spot checks have been undertaken and measures put into place to increase the cleaning standards in this area.</p>	<p>Stephanie Thomas and Ward Managers</p>	<p>Dec 2013</p>		

Find a way to tidy up cabling in the 'chill-out room'.	This has now been completed. The Trust has appointed a part time youth worker who will be responsible for this area.	Daniela Pinagli, Jupiter Ward Manager		December 2013	
Explore possibility of extending free television to 9pm in line with patient requests.	Our TV system is provided by an external company and is supplied free to all paediatric wards only between 07:00 – 19:00. Families to be made aware that there is the option to pay for TV beyond 7pm (though headphones must be used). Also reminder that young people can congregate in the chill out room to watch a DVD. We do have some games centres and personal DVD players for children and young people to use by their bedside	Play team and Ward Managers		Ongoing	

***S – specific

M – measureable

A – achievable

R – relevant

T – time-based, timely

**** All actions must be agreed with the named 'person responsible'.

If there is a cost implication, this should be described briefly and an indication of whether it is capital (one-off) or revenue (recurring)