

Care Quality Commission

Inspection Evidence Table

Hagley Surgery (1-1770252016)

Inspection date: 9 May 2018

Date of data download: 30 April 2018

Safe

Infection control	Y/N
The arrangements for managing waste and clinical specimens kept people safe?	Yes
Explanation of any 'No' answers:	

Any additional evidence
We saw that there was now a key for the bin which was used to store clinical waste waiting for collection and we checked that the bin was locked. Staff knew where to find the key.

Safe and appropriate use of medicines

Medicine Management	Y/N
Prescriptions (pads and computer prescription paper) were kept securely and monitored. <i>(System for reviewing uncollected prescriptions includes referral to a GP before destruction in all cases).</i>	Yes
The practice held appropriate emergency medicines and risk assessments were in place to determine the range of medicines held.	Yes
Explanation of any 'No' answers:	

Any additional evidence

All prescriptions (for both controlled and non-controlled drugs) that were not collected within one month of issue were passed to a GP for review. Any action taken was documented in the patient's medical record.

We saw that emergency medicines were centrally located and within easy access.

Safety Alerts

Y/N

There was a system for recording and acting on safety alerts

Yes

Staff understand how to deal with alerts

Yes

Comments on systems in place:

Three partners and the Site Manager had signed up to receive the monthly drug safety alerts from the Medicines and Healthcare products Regulatory Agency (MHRA). Discussion of alerts was a standing item on the agenda for every partner meeting for review and decisions on actions. Any alerts that required action were assigned to the most appropriate GP.

Alerts were logged on a spreadsheet that had a hyperlink to either the web page with the alert or to a saved document on the practice's shared drive.