



ADULT MENTAL HEALTH / SOCIAL CARE SERVICES SWANSEA LOCALITY

ACTION PLAN: CARE AND TREATMENT PLAN REVIEW

Date of Action Plan: Jan 2021

OBJECTIVE	ACTION(S)	PERSON RESPONSIBLE	START DATE	MONITORING ARRANGEMENTS	Progress report	RAG rating
Ensure compliance with 90% of relevant patients having a current CTP	1. All teams have a data base of CTP dates and review.	Team Leads/service Managers	2019	To be monitored monthly Via performance dashboard	Databases in situ & operational	GREEN
	2. CTP compliance is discussed at Senior management level monthly and is as part of managerial supervision for Lead Nurses.	Lead Nurses		Via Service manager and Lead Nurse supervisions.	In place	GREEN
	3. Teams conduct virtual/telephone reviews as part of duty when staff are sick and unable to meet review deadlines	Team leads		Via Service manager-team lead supervisions	In place	GREEN
To improve the quality of risk assessment and	1. To provide risk assessment training and CTP completion	Learning & Development Team	January 2019	By CTP audit and clinical supervision, and PADR reviews.	Training in place – to be	GREEN

management plans and how they are reflected within the CTP	<p>training for staff involved in CTPs.</p> <p>2. Biannual Locality audit of CTPs using peer reviewers to complete DU audit pro-formas to inform annual Locality CTP plan.</p>	Lead Nurse for quality and team reps (audit) Senior Management Team (SMT) CTP action plan	March 2019	<p>Training data base numbers/ ESR</p> <p>Via SMT quality and safety quarterly review</p>	<p>virtual as of March 2021</p> <p>CTP peer review process in place</p>	AMBER – awaiting data report No CTP action plan yet
To improve the quality of CTPS to ensure they are person centred, have SMART objectives and reflect input and evidence from service users and carers.	<p>1. Refresher training to be delivered to give key messages about CTP being central to care planning and the one overarching plan of care.</p> <p>2. Biannual Locality audit of CTPs using peer reviewers to complete DU audit pro-formas to inform annual Swansea Locality CTP Action Plan.</p> <p>3. Swansea locality to evidence carer/service user involvement in CTP training</p>	<p>Learning and Development Team</p> <p>Lead Nurse quality and team reps (audit) SMT=action plan.</p> <p>Learning and Development Team</p>	<p>January 2019</p> <p>March 2019</p> <p>January 2021</p>	<p>Learning and Development annual reports – Lead Nurse meetings. L&D meetings</p> <p>CTP Audit Group, clinical supervision and case note supervision</p> <p>Via Learning and development and Patient Experience Group recording</p>	<p>Training programme commenced</p> <p>CTP peer review process in place.</p> <p>Virtual training to commence March 2021</p>	<p>GREEN</p> <p>AMBER – awaiting data report no CTP action plan yet</p> <p>AMBER – virtual training pack being completed</p>