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Dear Mr Passmore,

Re: Healthcare Inspectorate Wales unannounced visit to Werndale Hospital on 28th March 2014

As you are aware Healthcare Inspectorate Wales (HIW) undertook an unannounced visit to Werndale Hospital on 28th March 2014. The visit highlighted areas that are noteworthy and include:

- The paperwork for clinical governance and clinical audit meetings were informative and took into account the meetings and previous actions.
- The number and range of staff on duty and the systems for ensuring that staff remain up to date with practice development.
- There was ongoing staff mandatory and developmental training, two weeks are set aside in January for mandatory training updates and a training plan is in place for other educational requirements.
- There was a system in place to ensure that equipment and stock supplies were replaced as needed and quantity of stock within departments was kept to a minimum but available when needed from a central store. This has reduced the need for storage within departments and has improved the accessibility of stock within storage areas. This was to be commended as good practice.

- Staff were enthusiastic about developments taking place within the hospital. They expressed ownership and participation in these developments and felt able to influence changes and developments in a way that reflected the best interests of the users of the services they provided.

The visit highlighted the issues below and these were provided in a verbal overview to the hospital director (registered manager) and registered manager (designate) at the end of the visit. It must be noted that the senior management team were proactive in their responses to required action outcomes.

New requirements from this inspection:

Action Required	Timescale for completion	Regulation Number
A number of policies were found to be out of date and require review	48 hours Completed 28.3.2014	Regulation 9 (1)
Deprivation of Liberty policy found to be out of date and in need of review	48 hours Completed 28.3.2014	Regulation 38(1) Standard C29 (2)
A number of human Resources Policies were found to be out of date in need of review. Equality and Diversity and Occupational Health	48 hours Completed 28.3.2014	Regulation 9(1)(e)(h) Regulation 20(3)(a)(b)&(4)
Equipment policy found to be out of date and in need of review	48 hours Completed 28.3.2014	Regulation 9(d)
Managing Challenging Behaviour policy found to be out of date and in need of review	48 hours Completed 28.3.2014	Regulation 9(1)(e)(k) Regulation 9(2)(a)(b)(c)(d)
There were missing signatures found in the Controlled Drugs Records Book which has three lines of required signatures for when drugs are supplied, administered and disposed of and not all signatures in place for these.	Immediate and ongoing Action commenced on 28.3.2014 and action plan submitted with completed and on-going actions undertaken.	Regulation 9(m) and 15 (5) (a) (b)

List of staff signatures required for Theatres	Immediate and ongoing Action commenced on 28.3.2014 and action plan submitted with completed and on-going actions undertaken.	Regulation 15 (5) (a) (b)
Consultants to sign for treatment plans based on preferences	48 hours Commenced 31. 3 2014	Regulation 15(1)(a)(b)(c)

Good practice Recommendations:

- Signatures of all staff involved in transfer of care between departments required on patients records.
- Temporary changes of room usage should be clearly identified. *This action was completed at time of visit.*
- The hospital's statement of purpose had been reviewed and a copy sent to HIW. Interim statement was required in statement of purpose to verify that current document is valid. This action was completed at time of visit.

Healthcare Inspectorate Wales (HIW) would like to thank all members of staff for their time and co-operation during the visit.

Please do not hesitate to contact me should you wish to discuss the content of this letter.

A copy of this letter is being sent to Ms Jackie Jones, Hospital Director, registered manager (designate) at Werndale hospital.

Yours sincerely



Phil Price
Inspection Manager