



Action: 6.6.8 - Notes availability tracked 24 hours in advance of clinic		Current BRAG Rating	Recommended BRAG Rating
		Completed	
Detail:			
Missing notes monitored daily and an action plan has been developed for high risk areas.			
Evidence:			
Missing Notes audit		 Copy of MISSING NOTES SPREADSHEET	
Action plans for high risk areas		 Copy of OAP Establish Monitor Au	
On - going monitoring arrangements: Daily Capacity Meeting			
Executive Director Responsible:	Jon Scott – Interim Chief Operating Officer	Responsible Assurance Committee:	Quality Committee – December 2015