AUDIT AND REVIEW

Version Jan 2023

Update – Dynamic

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# Document history

| Date | Manager | Comments |
| --- | --- | --- |
| 12/06/2019 | Carl Thomson | Reviewed document |
| 01/02/2020 | Reuben Dale | Updated styling and grammar |
| 01/10/22 | Carl Thomson | Reviewed |
| Jan 2023 | Carl Thomson | Reviewed & Updated |

# Introduction

Viking Medical Solutions (VMS) has numerous policies that are in place to promote good governance, safe working & practice for all staff, clients, customers and external partners.

This document declares which policies will be audited, by whom, when and also states a date for when each policy is to be reviewed.

The intention of this policy is to make sure that VMS have systems and processes that ensure we are able to meet the requirements in the following part of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 no:17

Our systems and processes will assess, monitor and mitigate any risks relating to the health, safety and welfare of people using our services and others. VMS will regularly evaluate and seek to improve our governance and auditing practice.

In addition, VMS will securely maintain accurate, complete and detailed records in respect of each person using the service and records relating to the employment of staff and the overall management of the regulated activity in line with VMS GDPR.

# Audit

The following table states which policies will be audited, the frequency in which they are to be audited, areas for auditing and by whom:

| POLICY / AUDIT DOCUMENT | FREQUENCY | AREA / TOPIC FOR AUDIT | RESPONSIBILITY |
| --- | --- | --- | --- |
| Patient Record Forms | Quarterly and or randomised | Clinical safety & compliance | Medical Director |
| EOP Performance Indicators | Quarterly | Clinical Safety & Compliance | Medical Director |
| Controlled drugs | Monthly | Use, stock, date and compliance of record keeping | Medical Director |
| Non-controlled drugs | Monthly | Use, stock, date and compliance of record keeping | Medical Director |
| Patient feedback & Feedback Requests | Monthly | Patient/service user survey satisfaction and successful intervention, treatment and discharge % | Company Directors |
| Vehicle daily inspection logs | Quarterly | Completion and compliance | Managing Director |
| Stock check and date sheets | Data Tag System implemented | Completion and compliance | Managing Director |
| Induction | Every Induction | All mandatory areas | Company Directors |
| Employee Driving Licence | Annually | Expiry dates & endorsement | Company Directors |

# Policies

The following table states the review date of each VMS policy and who is responsible:

| POLICY | CURRENT VERSION | REVIEW DATE | RESPONSIBILITY |
| --- | --- | --- | --- |
| Alcohol, drugs misuse and smoking | V2 | Jan 2025 | Company directors |
| Ambulance cleaning | V5 | Jan 2025 | Managing Director |
| Audit & review | V6 | Dynamic | Medical director |
| Bariatric Policy | V1 | Feb 2025 | Company Directors |
| Booking & Planning Policy | V2 | Jan 2025 | Company Directors |
| Booking & Planning Algorithm | V1 | June 2025 | Company Directors |
| Business Continuity | V2 | Jan 2025 | Company Director |
| Clinical waste & Laundry poster | V1 | As req. | Medical Director |
| Clinical supervision | V4 | Jan 2025 | Medical Director |
| Clinical Governance | V3 | Jan 2025 | Medical Director |
| Company Governance | V5 | Jan 2025 | Company Directors |
| Complaints Cycle | V2 | Jan 2025 | Company directors |
| Confidentiality | V3 | Jan 2025 | Company Director |
| Consent form | V2 | May 2025 | Company Directors |
| Consent Policy | V4 | Feb 2025 | Company directors |
| Data Protection GDPR | V5 | Feb 2025 | Company directors |
| Defibrillator Policy | V4 | Feb 2025 | Medical Director |
| Dignity & Respect | V5 | Feb 2025 | Company Director |
| DNAR | V3 | Feb 2025 | Medical Director |
| Drug list | V4 | Feb 2025 | Medical Director |
| Drugs Matrix | V2 | Feb 2025 | Medical Director |
| Duty of Candour | V2 | Feb 2025 | Company Director |
| Emergency Operation Procedures | V4 | Feb 2025 | Medical Director |
| Employee Assistance | V2 | Feb 2025 | Medical Director |
| Employment Handbook | V2 | Feb 2025 | Company Director |
| Environmental | V3 | Feb 2025 | Managing Director |
| Equipment Servicing | V2 | Feb 2025 | Company Director |
| Event booking form | V1 | Feb 2025 | Company directors |
| Event Medical Declaration | V2 | Feb 2025 | Medical Director |
| Feedback form | V4 | Feb 2025 | Company directors |
| Fleet Management | V3 | Feb 2025 | Company Director |
| Hand hygiene | V4 | Feb 2025 | Managing Director |
| Health & Safety | V3 | Feb 2025 | Company Directors |
| Health & Wellbeing | V2 | Feb 2025 | Company Director |
| Induction | V3 | Feb 2025 | Company directors |
| Invasive Procedures | V2 | Feb 2025 |  |
| IPC | V6 | Feb 2025 | Managing Director |
| IR1 form | V1 | Feb 2025 | Company directors |
| Linen Policy | V3 | Feb 2025 | Company Directors |
| Master Drugs Book | V1 | As req. | Medical Director |
| Medications | V6 | Feb 2023 | Medical Director |
| Mental capacity assessment form | V2 | As req. | Medical Director |
| Model Release form | V1 | As Req. | Company Directors |
| Patient feedback & Complaints | V3 | Feb 2023 | Company Directors |
| Patient Pathway | V2 | Feb 2025 | Medical Director |
| Photo Form | V1 | As req | Company Directors |
| Quality assurance procedure | V3 | Feb 2025 | Company Directors |
| Recording of drugs book | V2 | As req. | Medical Director |
| Records Management | V5 | Feb 2025 | Managing Director |
| Recruitment | V2 | Feb 2025 | Company Director |
| Reporting of Significant Incidents | V3 | Feb 2025 | Medical Director |
| Safe Driving | V4 | Feb 2025 | Company Directors |
| Safeguarding algorithm | V3 | As req | Medical Director |
| Safeguarding Policy | V5 | Feb 2025 | Medical Director |
| Single Use | V2 | Feb 2025 | Managing Director |
| Social media | V2 | Feb 2025 | Company Directors |
| Statement of Purpose | V2 | As req | Company Directors |
| Stocking Policy - unavailable | V1 | June 2020 | Managing Director |
| Training policy | V4 | Feb 2025 | Medical Director |
| Translation Policy | V2 | Feb 2025 | Company Director |
| Uniform & Appearance | V2 | Feb 2025 | Company Director |
| Vehicle Inspection | V3 | As req. | Managing Director |
| Vision mission & values | V1 | As req. | Company Directors |
| Whistleblowing | V2 | Feb 2025 | Company Directors |
| Extras such as operational plans, CQC application, general info documents, risk assessment, audits etc totalling 20 further documents |  |  |  |

# Troubleshooting

Any area of this Audit & Review Policy which has not been completed by declared date requires an Incident Report form (IR1) or electronic incident reporting system for completion and investigation by the named person of responsibility.

# Review

To be reviewed Feb 2025