**Duty of Candour Annual Report 21/22**

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| Name & address of service: | HealthLink360, Elphinstone Wing, Carberry, Musselburgh, EH21 8PW | |
| Date of report: | April 2022 | |
| How have you made sure that you (and your staff) understand your responsibilities relating to the duty of candour and have systems in place to respond effectively?  How have you done this? | Duty of Candour is covered as part of the annual review process. | |
| Do you have a Duty of Candour Policy or written duty of candour procedure? | YES |  |

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| How many times have you/your service implemented the duty of candour procedure this financial year? | |
| Type of unexpected or unintended incidents (not relating to the natural course of someone’s illness or underlying conditions) | Number of times this has happened (April 21 - March 22) |
| A person died | None |
| A person incurred permanent lessening of bodily, sensory,  motor, physiologic or intellectual functions | None |
| A person’s treatment increased | None |
| The structure of a person’s body changed | None |
| A person’s life expectancy shortened | None |
| A person’s sensory, motor or intellectual functions was impaired  for 28 days or more | None |
| A person experienced pain or psychological harm for 28 days or more | None |
| A person needed health treatment in order to prevent them dying | None |
| A person needing health treatment in order to prevent other injuries  as listed above | None |
| **Total** | None |

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| Did the responsible person for triggering duty of candour appropriately follow the procedure?  If not, did this result is any under or over reporting of duty of candour? | N/A |
| What lessons did you learn? | N/A |
| What learning & improvements have been put in place as a result? | N/A |
| Did this result is a change / update to your duty of candour policy / procedure? | N/A |
| How did you share lessons learned and who with? | N/A |
| Could any further improvements be made? | N/A |
| What systems do you have in place to support staff to provide an apology in a person-centred way and how do you support staff to enable them to do this? | Medical staff are supported by an experienced clinical lead. He in turn is supported by trustees who themselves are experienced medical practitioners. Administrative team including the CEO can be called on as required. |
| What support do you have available for people involved in invoking the procedure and those who might be affected? | Those invoking the procedure (patients, their relatives, or staff) can be supported by senior staff (clinical and non-clinical) as well as our psychological team if needed. |
| Please note anything else that you feel may be applicable to report. | The nature of our work is to provide health assessments, psychological support and pre-travel vaccinations. As such it is unlikely that we would be involved in any treatments which might lead to invoking “duty of candour”. |