

Blood Donation Action Plan

No.	Finding	Q-Pulse ref	Action Title	Due Date	Exec Owner	Category	Status
1	The provider should consider how they can help those donor centres who are not meeting their target for appraisals	a	INC85247 SA2 We will complete a gap analysis to assess who has not had an appraisal and the reason why or appraisals that have been completed but not recorded	30/11/2022	Paul O'Brien	Should	Closed
		b	INC85247 SA3 We will protect time for those who have not had an appraisals to complete them	28/02/2023	Paul O'Brien	Should	Closed
		c	INC85247 SA4 We will promote the availability of existing resources to support development such as the Leadership Ladder	30/11/2022	Paul O'Brien	Should	Closed
		d	INC85247 SA5 We will complete a gap analysis to establish where more managers and supervisors are needed to complete PDRs	30/11/2022	Paul O'Brien	Should	Closed
		e	INC85247 SA6 We will train more staff to enable them to carry out PDRs	30/06/2023	Paul O'Brien	Should	Open
		f	INC85247 SA7 We are reviewing the Staffing Model and will identify an action plan for Blood Donation which will further improve the ability for PDRs to take place	30/04/2023	Paul O'Brien	Should	Open
2	The provider should consider how board members can be more visible to staff working in donor centres	a	INC85248 SA2 We will produce organograms to display at each centre or base to ensure that all colleagues know who our Executive Team and Board members are	31/01/2023	Jan Kidd / Naomi Saunderson	Should	Closed
		b	INC85248 SA3 We will assign Executive and Assistant Directors to a site or centre based on their home location	31/01/2023	Jan Kidd / Naomi Saunderson	Should	Closed
		c	INC85248 SA4 We will advertise and encourage all staff members to attend and/or watch NHSBT public Board meetings. Staff will have the opportunity to ask questions and scrutinise set agenda	31/01/2023	Jan Kidd / Naomi Saunderson	Should	Closed
		d	INC85248 SA5 We will add to the Audit, Risk and Governance Committee (ARGC) standing agenda, alongside the MHRA post-inspection visits, the opportunity for NEDs to meet staff	31/01/2023	Jan Kidd / Naomi Saunderson	Should	Closed
3	The provider should ensure staff with protected characteristics have their well-being met and reasonable adjustments are made for staff who require them	a	INC85249 SA2 Develop EDI plan with Blood Donation teams with a supporting engagement and communications plan	31/03/2023	Deb McKenzie	Should	Closed
		b	INC85249 SA3 Psychological safety training. Liaise with Leadership, Performance and Culture (LPC) to see how we can reach all colleagues	31/12/2022	Deb McKenzie	Should	Closed
		c	INC85249 SA4 Implement top tips for inclusivity to be delivered to all Blood Donation colleagues. • Top tips to be delivered as part of the fortnightly Blood Donation webinars. • Top tips to be delivered across frontline teams as part of team training days / team engagement time.	30/04/2023	Deb McKenzie	Should	Closed
		d	INC85249 SA5 Freedom to Speak-Up included within fortnightly Blood Donation webinar	31/12/2022	Deb McKenzie	Should	Closed
		e	INC85249 SA6 Flexible working / reasonable adjustments included within fortnightly Blood Donation webinar. This will increase awareness for all staff on what support is available.	31/01/2023	Deb McKenzie	Should	Closed
		f	INC85249 SA7 Progress "Our voice" actions	31/03/2023	Paul O'Brien	Should	Open
4	The provider should ensure all staff and not just those with caring responsibilities are made aware of the flexible working policy to help them balance their hours	a	INC85250 SA2 We will host webinars with Senior Sisters / Donor Centre Managers to go through real-life examples of how it can work and other important issues	31/01/2023	Paul O'Brien	Should	Closed
		b	INC85250 SA3 We will ensure all new starters have a copy of the flexible working policy	30/11/2022	Paul O'Brien	Should	Closed
		c	INC85250 SA4 We will work with our staff to review and identify opportunities for flexible working as part of the staffing review	30/04/2023	Paul O'Brien	Should	Open
5	The provider should ensure staff are made aware of The Freedom to Speak up Guardian, who this is and their role. Staff should also be made aware of who their regional Freedom to Speak up champions are	INC85251	PLEASE REFER TO WELL-LED SHEET FOR ACTIONS			Should	Closed
6	The provider should ensure their risk register includes any actions to minimise their risks and how long they had been on the register	a	INC85252 SA2 We will review all existing risks and ensure that they have relevant actions associated with each one	31/01/2023	Richard Rackham	Should	Closed
		b	INC85252 SA3 Recruitment of a dedicated risk manager to support Blood Supply	31/01/2023	Richard Rackham	Should	Closed
		c	INC85252 SA4 We will create a mandatory training package for the organisation on Risk Management. This action will include creation, approval and implementation of the training package	31/03/2023	Richard Rackham	Should	Closed