

Blood Donation

| 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 PDPRs | 30/11/2022 | Paul O'Brien | Should | Closed |
| | | e | INC85247 SA6 We will train more staff to enable them to carry out PDPRs | 30/06/2023 | Paul O'Brien | Should | Closed |
| | | 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 PDPRs to take place | 30/04/2023 | Paul O'Brien | Should | Closed |
| 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 | Wendy Clark | 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 | Iroro Agba | Should | Closed |
| | | e | INC85248 SA6 Assign Non-Executive Directors (NEDs) to a site, centre and/or mobile blood donation team based on their geographical location | 30/06/2023 | Helen Gillan | Should | Closed |
| | 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 | Paul O'Brien | Should | Closed |

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| 3 | | 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 | Closed |
| 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 (operating model) | 30/04/2023 | Paul O'Brien | Should | Closed |
| 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 |