

How we will know it is achieved	Date when action will be completed	Name of responsible manager	Internal Comments from PAS	Progress update	Evidence of Completion	Action Progress Blue=Complete Green= Begun/On Track Amber= Risk of slippage Red=Overdue
<ul style="list-style-type: none"> Clinical ward manager and modern matron to have spoken to service user rep and gathered feedback about IMHA services Posters will be displayed on ward areas RIO will confirm IMHA has been discussed in 1 to 1;s with primary nurses RIO will confirm IMHA has been discussed in CPA's and progress reviews Clinical ward manager to have training sessions booked covering IMHA topic Clinical manager and modern matron will have spoken to IMHA services and provide written feedback to the Division The Division will have notes of a meeting with the IMHA service and HCC to discuss quality standards 	30/06/15	Nicky Bennett	none			
1. Supervision will be held with relevant MHA administration team. 2. The local authority will be contacted and a process set up to for obtaining missing AMHP reports. 3. An MHA audit of AMHP reports will be completed.	1. 12/02/2016 2. 29/02/2016 3. 31/05/2016	Siven Rungien, MHA Manager	none	Partially complete	Supervision provided to team, email discussion with Southampton AMHP lead. Audit to be undertaken. 09/08/16 - audit report received	COMPLETED
1) Meeting between MHA Manager and Cedar ward manager; 2) Audit in three months' time to verify compliance with policy as outlined below.	1. 08/04/2016 2. 31/07/2016	Siven Rungien, MHA Manager	Our Section 17 policy requires that copies of the forms are given to patients. To support this, the forms are produced in triplicate: the yellow copies are specifically for patients. Staff are required to tick on the master form that a patients has been given a copy.	Partially Complete	Discussion with ward manager has taken place. Audit to be undertaken 09/08/16 - audit report received	COMPLETED