

The Practice Quality Assurance and Governance Policy

Our quality assurance policy is to have a successful practice by providing a standard of service that consistently satisfies the needs and expectations of our patients. This level of quality is achieved through use of our governance system and careful management in a continually improving, safe environment. Our standards and procedures aim to meet all professional regulations and legislation including the Fundamental Standards from the Care Quality Commission.

Our quality assurance is based on the iComply governance system; it keeps us updated with the latest legal and professional requirements.

Michael Ward is the practice owner and has ultimate responsibility.

Jacqueline Jones is the Registered Person and has day-to-day responsibility.

iComply prompts us to perform quality improvement through:

- Carrying out risk assessments with follow up actions taken to minimise risk
- Carrying out regular audits with follow up actions to improve the standards of care in:
 - Clinical Records
 - Infection Prevention and Control
 - Radiograph Quality and Equipment
 - Disability Access
 - Conscious Sedation
 - Antimicrobial Prescribing
- The regular review of policies, procedures and practice guidelines
- Actively seeking patient feedback to improve care and service
- Responding to and learning from safety alerts, events, incidents, comments and complaints
- Learning, health and safety and clinical effectiveness shared at practice meetings
- Performing annual reviews to see how well the practice has performed and to set new standards for the year ahead
- Team training, appraisals and involvement in creating a quality-led practice

Our quality objectives are:

- To continually improve the level of care and service
- That patients enjoy all aspects of the experience they have with us
- Total patient satisfaction
- We work to earn a great reputation so that our patients refer their friends and family to us

Signed:

Michael Ward