

Appendix 5 SPD / NIO Action Plan

Action Plan			
Recomm.	Lead Responsibility	Tasks	Timeframe
1.	NIO / State Pathologist	The NIO will complete an exercise exploring options for future status of State Pathologist's Department and arrive at a conclusion.	May 2006
2.	NIO	The NIO will appoint an independent person to take forward the cost benefit analysis of all external work conducted by pathologists and analysis to be completed.	February 2006
3.	NIO / SPD	A job description will be developed for the enhanced business manager position and a suitable person appointed.	March 2006
4.	NIO / SPD	Job plans to be in place for all pathologists.	October 2005
5.	SPD	Three of the four consultant pathologists now have an honorary university title. Two of these appointments have been bestowed following the Criminal Justice Inspection. Steps have been taken to make a case for the fourth consultant.	Actioned
6.	NIO	The on-call allowance will be addressed as part of the implementation of new Consultant Contracts.	November 2005
7.	SPD / NIO	Actions on new appraisal systems will take account of the appropriate government system for each member of staff.	December 2005
8.	SPD	Training and supervision of the trainee pathologist is shared among the three pathologists.	Actioned
9.	NIO / SPD	1. A Departmental Training Plan for all SPD staff will be developed as part of the business planning process. 2. It is not viable to consider to introducing Investors in People until the new Business Manager is appointed.	November 2005
10.	NIO/SPD	An audit of the Administrative Function within SPD will be taken forward by the NIO and recommendations considered.	November 2005
11.	SPD	This will be considered as part of the overall IT requirements.	March 2006

12.	SPD	<p>1. On appointment the new Business Manager will take on the Line Manager's role for the administrative staff (secretarial staff).</p> <p>2. The reporting arrangements for the Audio Visual Technician who is partly funded by QUB will be explored separately.</p>	Summer 2006
13.	NIO	The process for the transfer of Mortuary staff at Forster Green from Belfast City Council to SPD is ongoing.	March 2006
14.	SPD	The State Pathologist will consult all SPD staff and agree the frequency, duration and general content of staff meetings.	September 2005
15.	NIO	Job share and part time arrangements will be considered for all future recruitment competitions. Applications will be welcomed from all sections of the community.	Ongoing
16.	NIO	A new competition will take place to recruit a Consultant Forensic Pathologist. Consideration will be given to job share and part time arrangements.	October 2005
17.	NIO	Arrangements have been made to retain the services of a Locum Pathologist on a regular basis. NIO to consider a reward system for pathologists.	September 2005
18.	NIO / SPD	A new IT case management system will be operational by the end of 2005 and this will include a suitable case tracking programme.	December 2005
19.	SPD	<p>1. SPD will monitor FSNI's performance in relation to the targets specified in the SLA.</p> <p>2. Consideration will be given to the application of financial penalties.</p>	Ongoing
20.	SPD	The development of an SLA between SPD and Royal Group Hospitals is underway. To be in place October 05.	October 2005
21.	SPD / NIO	SPD are continuing to liaise with HM Coroners in regard to enquiries on the retention and disposal of human organs.	Ongoing
22.	SPD	SPD will research the options available, including external validation, and put a peer review system in place no later than March 06.	March 2006

23.	SPD / NIO	1. A review of laboratory staffing levels and wider strategic development is due to commence in June 2005. Recommendations will be considered and implemented as agreed. 2. The State Pathologist will consider the cost benefit of accreditation.	March 2006
24.	SPD	The State Pathologist will develop and implement a strategy for the management of police photo albums.	March 2006
25.	SPD	Continuous professional development will be done through the implementation of Staff Reporting and Development System.	December 2005
26.	NIO	The development of a protocol and best practice guidance dealing with all aspects of Coroners cases including formalising notification to SPD is currently underway.	September 2005
27.	SPD / NIO	1. A protocol will be drawn up based on existing practice and guidance provided by the State Pathologist to the PSNI. 2. The twice yearly training provided to PSNI by the Deputy State Pathologist will continue.	December 2005
28.	NIO / SPD	The NIO meet with DHSSPS on a regular basis to develop a collaborative model for stronger partnership working.	Ongoing
29.	NIO	The NIO will contact the Department of Justice in Dublin to explore how the two State Pathologist's Departments can work together for mutual benefit.	September 2005
30.	SPD	Although this already takes place on an ad hoc basis, a forum involving all key stakeholders in Northern Ireland will be arranged.	October 2005