

Duty of Candor Policy

Mackenzie Aesthetics

Date Effective:	1 st June 2021 Revised: Aug 23. Review Aug 24
Review Date:	1 st June 2022
Version No:	1
Policy Owner / Author:	Liza Mackenzie

Reason for Policy / Purpose of Policy

This policy exists as to address and ensure professional standards when treating clients by implementing a duty of candour policy that describes how you will act in the event of an unintended or unexpected incident that results in death or harm (or additional treatment is required to prevent injury that would result in death or harm).

1. *Policy Statement and Aims*

Ensure that all information is provided to clients regarding options for treatment, the treatment process and risks associated with treatments

2. *Scope*

This will be used by the Practitioner and service users.

3. *Procedure*

Notify the person affected (or family/relative where appropriate)

Provide an apology;

Carry out a review into the circumstances that led to the incident;

Offer a meeting with the person affected and/or their family, where appropriate;

Provide the person affected with an account of the incident;

Provide information about further steps taken;

Provide support to staff notifying the person affected by the incident;

Prepare and publish an annual duty of candour report.

4. Responsibilities

Practitioner Liza Mackenzie will be responsible for developing and implementing the policy.

5. Enforcement / Compliance

The Practitioner will be held responsible for any not complying with the policy.

6. Related information

<https://www.gov.scot/publications/organisational-duty-candour-guidance/>