**Duty of candour annual report**

**Year ending [***31/03/2019***]**

To fulfil our duty of candour responsibilities, this report describes the unintended or unexpected incidents that occurred at our practice during the last year.

Practice: *Kirkhall Surgery*

Responsible person:    *Dr Eleanor Rae*

Date of report: 01/04/2019

Aims and objectives of the practice

*Kirkhall Surgery in Prestwick aims to provide high-quality general medical services to our patients and to improve the general health of the population of Ayrshire.*

Duty of candour responsibilities and process

We have held team meetings to discuss our duty of candour responsibilities should an unintended or unexpected incident occur. The team is aware of and understands the practice adverse incident (duty of candour) protocol, which describes what to do when something goes wrong. The protocol identifies the practice contact, who should be notified of all incidents and near misses (along with NHS Ayrshire and Arran Primary Care Team on the quarterly complaints submissions from the practice) and will conduct an investigation, if necessary.

Unexpected or unintended incidents

We have had 0 incidents.

Action taken

I confirm that for the following incidents the duty of candour protocol was followed:

* *N/A*

The practice protocol was not followed for the following incidents:

* *N/A*

Lessons learnt

* *N/A*

Signed:  Mark Deans\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:  Practice Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_