

McFarlane Trust was set up as a charity and has been supporting adults with learning and physical disabilities for over 25 years.

We provide personalised accommodation, and support services for people, throughout Renfrewshire and East Renfrewshire, in a wide variety of settings and types of input from 24/7 to a few hours per week. We aim to be flexible in our approach and focus on remaining relevant and responsive to individual needs.

McFarlane Trust employs a committed team of 100 people and provides support to over 30 individuals.

The Board of Directors is made up of a variety of people with different professional backgrounds, skills and qualities, who together are responsible for making sure that the charity works to achieve its purpose.

our mission - personalised support just for you

our vision - we want every person we support to have a great life; to be independent, safe, and enjoying life at home and in their local community.

#### **we aim to**

- provide high-quality supported living services and accommodation.
- support choice and control for the people we support, so they are safe and well.
- support people to be active, included and respected citizens.
- support families in their caring role
- build partnerships and work collaboratively in the best interests of the people we support.
- build a workforce which is skilled, motivated, and committed to social care values.
- promote and maintain high standards of directorship and organisational governance

#### **our values and principles**

- we provide high standards of consistent personalised care and support.
- we follow Scottish Social Services Council (SSSC) principles; Integrity, Accountability, Commitment, Creativity and Learning, Listening and Engaging, Pride in what we do
- the people we support are treated with dignity, respect, and compassion
- staff teams, managers, directors, and trustees are valued for their diverse skills, knowledge, experience, and commitment

### **THE DUTY OF CANDOUR**

The new duty of candour came into effect on 1 April 2018. The organisational duty of candour provisions of the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 and the Duty of Candour Procedure (Scotland) Regulations 2018 set out the procedure that organisations providing care services, health services and social work services in Scotland are required by law

to follow when there has been 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).

The overall purpose of the duty is to ensure that organisations are open, honest and supportive when a staff member has been involved in an unintended or unexpected incident resulting in death or harm. The final decision by our organisation regarding the activation of the duty of candour procedure for a particular incident will be informed by the views of a registered health professional (e.g., GP). The registered health professional must not have been personally involved in the incident. The person responsible for reporting notifiable events and/or triggering the duty of candour is the **Service Director**, who is the registered manager through Care Inspectorate. The Service Director will be responsible for contacting an appropriate registered health professional to obtain their views. In the Service Director's absence this responsibility would be delegated to an appropriate Manager.

All health and social care services in Scotland have a **duty of candour**. This is a legal requirement that means that when things go wrong and mistakes happen, the people affected understand what has happened, receive an apology, and that the organisation learns how to improve for the future.

An important part of this duty is providing an annual report about the duty of candour in our services. This report is a record of incidents in relation the duty of candour during the time between 1<sup>st</sup> April 2019- 31<sup>st</sup> March 2020.

<b>Duty of Candour incidents</b>
In the year to end of March 2020 there were no incidents to which the duty of candour applied.
<b>How the duty was carried out</b>
n/a

**McFarlane Trust policies and procedures that support and guide staff.**

- McFarlane Trust has a Duty of Candour Policy. We are aware of our duty to comply with the duty of candour if and when incidences happen.

Other policies and procedures

- Accident and incident procedures

- Care Inspectorate notifications
- Notifiable Incidents procedure
- Health and Safety procedures
- Adults Support and Protection policy and procedures

**Incidents that would trigger the implementation of the duty of candour.**

**A.** The death of a person.

**B.** Permanent lessening of bodily, sensory, motor, physiologic or intellectual functions (severe harm).

**C.** Harm, which will not severe, results in one or more of the following-

- o an increase in the person's treatment.
- o changes to the structure of the person's body.
- o the shortening of the life expectancy of the person.
- o an impairment of the sensory, motor or intellectual functions of the person which has lasted, or is likely to last, for a continuous period of at least 28 days.
- o the person experiencing pain or psychological harm which has been, or is likely to be, for a continuous period of at least 28 days.

**D.** The person requires treatment by a registered health professional in order to prevent:

- o the death of the person.
- o any injury to the person which, if left untreated, would lead to one or more of the outcomes mentioned in paragraph B or C.

**Managing Director:** Jackie Eaton

**Service Director:** Lesley Watt