

# Kelty Medical Practice

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## Duty of Candour Report

**Report Period:** 1 April 2024 – 31 March 2025

**Completed by:** Vicki Cunningham, Practice Manager

Kelty Medical Practice provides health care to patients within the Kelty, Blairadam, Kingseat, Cowdenbeath and Kinross areas. The aim of Kelty Medical Practice is to provide high quality care for every patient who uses our services

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| How many incidents happened to which duty of candour applies? | 0 |
|---|---|

| Type of unexpected or unintended incident (not related to the natural course of someone's illness or underlying condition) | Number of times this happened (between 1 April 2024 and 31 March 2025) |
|--|--|
| A person died  | 0  |
| A person incurred permanent lessening of bodily, sensory, motor, physiologic or intellectual functions                     | 0  |
| A person's treatment increased   | 0  |
| The structure of a person's body changed   | 0  |
| A person's life expectancy shortened   | 0  |
| A person's sensory, motor or intellectual functions was impaired for 28 days or more                                       | 0  |
| A person experienced pain or psychological harm for 28 days or more  | 0  |
| A person needed health treatment in order to prevent them dying  | 0  |
| A person needing health treatment in order to prevent other injuries as listed above                                       | 0  |
| <b>Total</b>   | <b>0</b>   |

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| <p>To what extent did Kelty Medical Practice follow the duty of candour procedure?</p> | <p>All Staff are aware of Kelty Medical Practice Complaint and Significant Event procedures and will report any incidents to the Practice Manager, GP Partner or Senior Member of Staff. Incidents falling into the category of Duty of Candour will be the responsibility of the Practice Manager to ensure that the correct procedures are followed. The Practice Manager will record the incident and investigate as necessary.</p> <p>Procedures to be followed:</p> <ul style="list-style-type: none"> <li>a. to notify the person affected (or family/relative where appropriate)</li> <li>b. to provide an apology</li> <li>c. to carry out a review into the circumstances leading to the incident</li> <li>d. to offer and arrange a meeting with the person affected and/or their family, where appropriate</li> <li>e. to provide the person affected with an account of the incident</li> <li>f. to provide information about further steps taken</li> <li>g. to make available, or provide information about, support to persons affected by the incident</li> <li>h. to prepare and publish an annual report on the duty of candour</li> </ul> <p>When an incident has happened, the Practice Manager, Clinicians and staff set up a learning review. This allows everyone involved to review what happened and to identify changes for the future.</p> |
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| <p>Information about our Policies and Procedures</p> | <p>The practice holds a comprehensive list of procedures and policies that form part of our induction process, are shared with all Kelty Medical Practice staff members, are updated/reviewed regularly, and are re-circulated post any updates/reviews.</p> |
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| <p>What has changed as a result?</p> | <p>N/A</p> |
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| <p>Other information</p> | <p>N/A</p> |
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