



### 2022 Site Retention Plan

<b>Site Name:</b>	Priory Hospital Enfield	<b>Date Created:</b>	January 2022	<b>RAG Rating</b>	
				<b>Green</b>	Action Completed
<b>Hospital Director:</b>	Tom Ratheram	<b>Review Date:</b>	Monthly	<b>Amber</b>	Action in Progress
				<b>Red</b>	Action over timescale

No.	Action	By whom	Progress to date	RAG	Timescale for Completion	Date Completed
1	HD to review salaries with Finance Manager to try and ensure we are competitive with other local hospitals.	TR	Review meeting set up for 26/01/2022		01/03/2022	01/03/22
2	YB & MO to work with HR to ensure all current vacancies are being advertised and any candidates are quickly shortlisted and offered interviews.	YB/MO/ER	Ongoing progress but improvements are being seen.		28/02/2022	
3	New "Handbook" to be sent out to all current staff to remind them of their responsibilities and this will be sent to new staff so they are aware of what to expect from working in a medium secure hospital.	TR/ER	Draft was shared with management on 19/01/2022, additional info to be added		28/02/2022	01/03/22
4	Management to arrange a "buddy" for all new starters who will support new workers.	Heads of Department	Will be ongoing now for all new staff.		28/02/2022	
5	Re-introduce "employee of the month award" as a way to motivate and thank staff	TR	First nominee agreed and will be announced in Clinical Governance  Employee of the month certificate.docx		10/02/2022	10/02/22
6	Celebrate staff successes (both personal and professional) through the HD blog	TR	Ongoing evidence of this in the HD Blog		31/01/2022	01/02/22
7	Arrange CPD/training days for staff to attend within the hospital to help them develop.	NP			31/06/2022	
8	HD to arrange drop in sessions to show staff how to make the most of Priory Benefits	TR			30/05/2022	

No.	Action	By whom	Progress to date	RAG	Timescale for Completion	Date Completed
9	Management team to arrange more celebration days to thank staff for their hard work	SMT	Calendar has been shared which identify celebration days		28/02/2022	
10	Exit interviews to be conducted for all leavers and information gathered by HR	ER	 HR Form 07 v04 Leavers' Interview Qu		Ongoing	