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|  | |  |  |  | | --- | --- | --- | | **QSA WELL LED** | | | | Indicators | Compliant/Value | Comment | | How do you rate your staffs understanding of topics like safeguarding, MCA/DoLS and person centred values? And what are you doing to enhance understanding & to ensure they could answer questions about these topics in relation to the people they support? |  |  | | Have CQC and trust office been informed of all 'notifiable incidents' since last quarterly self- assessment? |  |  | | Have 'return to work' interviews been held for staff returning from sick leave? Is documentation completed & returned? |  |  | | Are your staff files up to date according to the staff file index? |  |  | | Have all staff received supervision within the last 8 weeks? |  |  | | Are all PDRs that you are responsible for completed and reviewed? |  |  | | Are all service user records kept securely per the Data Protection Act? |  |  | |  |
|  | |  |  |  | | --- | --- | --- | | **QSA SAFE** | | | | Indicators | Compliant/Value | Comment | | Do all staff have an up to date (annual) med competency record? |  |  | | Has the SL admin team been notified of all staff who use their own vehicle for work? |  |  | | Have all Safeguarding alerts been reported to local authority & actions/reviews completed? Have Linda Phelps & Jeff Parry been informed? |  |  | | Have you received a copy of and followed up on actions from all health and safety checks since last self-assessment? |  |  | | Do you have contingency plans in place to ensure there are sufficient staff on duty to provide a safe service? |  |  | | Are all trust provided equipment service records are up to date? |  |  | | Are MAR sheets signed and up to date? Are medication stock check systems up to date and fully inclusive (PRN, homely remedies, liquids etc)? |  |  | | Are all accidents & incidents documented, signed off, actioned & copies sent to Trust HQ? |  |  | |  |
|  | |  |  |  | | --- | --- | --- | | **QSA RESPONSIVE** | | | | Indicators | Compliant/Value | Comment | | Have all service users been given a Service User Guide? |  |  | | Do you have safe systems to safeguard service users' money where we are commissioned to manage their finances? |  |  | | How would you rate your staffs understanding of the complaints policy & procedure and their ability to use these to support service users, themselves or others? |  |  | | Have all Milestones tenants been given a Tenants handbook? |  |  | | Are mental capacity statements (& DoLS where appropriate) completed and current? Do they include how you monitor and evidence fluctuating capacity & decision making abilities of individuals? |  |  | | Is information up to date to ensure that bank, agency and hourly paid staff can safely support service users? |  |  | | Have service users been given a copy of the complaints policy? |  |  | | How many Best Interest meetings/discussions for service users (initials of those checked) since last year quarterly self-assessment & how are they recorded? |  |  | | Is there a system in place to ensure that the on-call manager always has the most up to date information about this project/individual? |  |  | |  |
|  | |  |  |  | | --- | --- | --- | | **QSA EFFECTIVE** | | | | Indicators | Compliant/Value | Comment | | Are all new staff completing induction & probation requirements? (care certificate, e-assessments, med comps, stat training, policy reviews, probation monitoring forms) |  |  | | How do you rate your staffs ability to access and adhere to trust policies and procedures? |  |  | | If you have recruited this quarter, have you evidence of service user involvement in the recruitment / redeployment of staff? |  |  | |  |
|  | |  |  |  | | --- | --- | --- | | **QSA CARING** | | | | Indicators | Compliant/Value | Comment | | Are risk assessments individual and do they comprehensively cover activities and issues identified in care/support plans? Do they recognise other pertinent factors in the delivery of this service, i.e. young children at home, night time visit, dangerous dog, etc? |  |  | | Are your support/care plans and risks assessments up to date (been reviewed within last 6 months)? |  |  | |  |