Care Compliance System

CQC Inspection Readiness Checklist

Category: Compliance Management

A master checklist to prepare for a CQC inspection. Covers the 5 Key Questions (Safe, Effective, Caring, Responsive, Well-led) and essential evidence gathering.

1. Safe

[ ] Are safeguarding logs up-to-date and notifications sent to CQC?

[ ] Are staffing rotas available for the last 3 months?

[ ] Are recruitment files complete (DBS, references, gaps in employment)?

[ ] Are building safety certificates current (Gas, Fire, Legionella, Electrical)?

2. Effective

[ ] Are staff training matrices up-to-date (mandatory training)?

[ ] Are DoLS applications and authorisations recorded?

[ ] Are dietary needs and fluid charts being monitored effectively?

[ ] Is there evidence of multi-disciplinary team (MDT) involvement?

3. Caring

[ ] Are residents treated with dignity and respect (observations)?

[ ] Are resident meetings held regularly and minutes available?

[ ] Is there a compliment folder available for inspection?

[ ] Are privacy screens/curtains used appropriately?

4. Responsive

[ ] Is the complaints procedure displayed and accessible?

[ ] Are complaints investigated and responded to within timeframes?

[ ] Are activities schedules displayed and evidence of participation recorded?

[ ] Are end-of-life care plans in place where appropriate?

5. Well-led

[ ] Is the Statement of Purpose up-to-date?

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[   ]   Are quality assurance audits completed and actions tracked?

[   ]   Is the Registered Manager in post and visible?

[   ]   Are policies and procedures reviewed annually?

Completed By: _____   Date: _____

Signature: _____