

# 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?

# Care Compliance System

- [ ] 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: \_\_\_\_\_