



Self-Audit Checklist:

Well-Led Quality Statement 5

Governance, Management, and Sustainability



www.antlercare.co.uk

Feedback from Staff and Leaders

	Outstanding (4)	Good (3)	Requires improvement (2)	Inadequate (1)
Our managers and leaders have confidence in our:				
● Purpose and vision as an organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Organisation's valuing of its staff and their development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Organisation's commitment to providing the resources staff need to provide high-quality care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our staff:				
● Are clear about their roles and responsibilities and the limits to what they are expected to do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Understand lines of accountability and responsibility in the service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Know who to report to over any matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Work within the established work structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The training was completed in the allotted time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The training materials were suitable and easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence: Record your evidence to show the basis of your rating

Processes	Outstanding (4)	Good (3)	Requires improvement (2)	Inadequate (1)
<ul style="list-style-type: none"> We have a safe and secure records-keeping system that meets all legal requirements for access and sharing, including data protection. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We have effective systems in place to check that records are accurate, well-organized, and up-to-date. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The service management provides staff with direction, guidance, coordination, support, supervision, and development. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We have arrangements in place to assess and manage all types of risk. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We have a comprehensive quality assurance system involving audits of practice and self-audits of quality, which measure against best practice standards. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We learn from the feedback we obtain from our audits and quality checks to improve service quality. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Our registered provider is responsive to the resource issues facing the service. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Staff practices are well-coordinated to ensure consistency and continuity of care. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We have business continuity plans that are always available for scrutiny by those who need to know. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We have a range of emergency contingency plans that can be triggered under any emergency conditions (e.g., heatwaves, floods, utility failures, outbreaks of infectious illness). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We ensure that all notifications to external bodies such as the LA or the CQC are made in a timely manner. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We can show how our governance and management benefit both the people using 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

the service and our business development.

Evidence: Record your evidence to show the basis of your rating

Assessment Summary/Overview

Scoring

Record the number of scores for each column

Use your judgment to work out the closest overall score to your column scores

Actions

Consider any steps that you could take to improve your scores where indicated and review your overall score.

Thank you for taking the time to participate in this survey.

We value your input and feedback.

If you have any additional comments or need support, please email us at **info@antlercare.co.uk**