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QM10

Annual Plan of Quality Self-Assessment

Self-Assessment Plan Prepared by & Date:	**Self-Assessment Plan Authorised by & Date:**
_____	_____

KEY TO SELF-ASSESSMENT:
✓ = Assessment Planned;
✓x = Assessment conducted; all observations satisfactory
✓x○ = Assessment conducted; non-compliances found
✓x● = Non-compliances rectified

VistaPoint™ Module & Section to be Assessed		J	F	M	A	M	J	J	A	S	O	N	D
No:	Description												
Module 1: BUSINESS MANAGEMENT													
1.1	Management Policies												
1.2	General Administration												
1.3	Organisation of Staff												
1.4	Staff Recruitment & Training												
1.5	Staff Support & Development												
1.6	Record-keeping, Data Protection & Confidentiality												
Module 2: CONTINUOUS QUALITY IMPROVEMENT													
2.1	Standards & Regulations												
2.2	The Internal Paperwork System												
2.3	Feedback on Service Quality												

Self-Assessment Plan Prepared by & Date:	Self-Assessment Plan Authorised by & Date:
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VistaPoint™ Module & Section to be Assessed		J	F	M	A	M	J	J	A	S	O	N	D
No:	Description												
Module 3: LOOKING AFTER THE SERVICE USER													
3.1	Service User Introduction & Assessment												
3.2	The Service User's Care Plan												
3.3	Health & Medical Care												
3.4	Dietary Care & Feeding												
3.5	Domestic Tasks												
3.6	Social & Personal Needs												
3.7	Emotional & Spiritual Needs												
3.8	Specialist Nursing Care												
3.9	End-of-Life Care												
Module 4: HEALTH & SAFETY MANAGEMENT													
4.1	Occupational Health & Safety												
4.2	Staff Vulnerability & Duty of Care												
4.3	Safety & Hygiene in the Service User's Environment												
4.4	Safeguarding the Service User												
4.5	Disruptions to the Service												