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| **AUDITS**  **REGULATION 17 (18)** | **Comments / Actions** |
| Has an audit taken place within the last year? √ or X |  |
| See the following audits on Share Point for completion:  Health and safety  Internal Audit  CQC Inspection report |  |
| **RECORD KEEPING** | **Comments / Actions** |
| **IAS** – Service user information (1 SU from each RRO)  Checking quality of documentation and recording.  **Office Base** – Check for number of different support workers over the number of 4 weeks. |  |

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| **STAFF FILE – Checklist one file from each supervisor** | **Comments / Action taken - include initials of staff names for those checked.** |
| **Supervision**  Support workers – minimum of every12 weeks.  Supervisors – monthly.  Teams manager – monthly. |  |
| **Agreement** |
| **Appraisal** (by end June) |
| **½ yearly review** (6 months) |
| **Positive Attendance** – check ITrent matches performance files and that the appropriate documentation is in place. |
| **Risk Assessment** |
| **Manual Handling** |
| **Safeguarding** (3 year refresher) MCA (3 Yearly) |
| **Medication** (5 year refresher) |
| **Emergency First Aid** |
| **MCA** |

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| **SERVICE USERS INFORMATION** |

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| **Reablement Visit** | **Service User Initials** | | | | **Comments / Actions** |
|  |  |  |  |
| Booklet  Identified Goals |  | | | |  |
| Reablement Support Plan |
| Identified risks are mitigated |
| Evidence of regular review |
| Medication |
| Any other information |

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| **VISITS / OBSERVATION / DISCUSSIONS** |  |
| **Visit**  Talk to some service user on visits.   * Do service users have their own choices? * Are they happy with the service? * Do staff treat them with dignity and respect?   Talk to relatives / families if available. |  |
| **Reablement Record** – Signatures, dates and commentary is appropriate,  **MAR Charts (Appendix1b)** |  |

**Reablement Teams Manager Signature: Date:**

(Copy to be brought to supervision every month)