



**QUALITY SELF-ASSESSMENT  
PROGRAMME**

**1 BUSINESS MANAGEMENT**

**1.1 GENERAL ADMINISTRATION**

**CARE HOMES - DRUG & ALCOHOL MISUSE**

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**OUTCOMES TO BE ACHIEVED:**

*The Home conforms to the provisions and requirements of the latest applicable Care Home legislation and associated Regulations, Directives and Guidelines, and declared Quality Standards.*

*Elements addressed:*

- Management Responsibilities
- The Registered Manager
- Accounts, Financial & Clerical
- Professional Indemnity & Liabilities
- Purchasing, Supply & Inspection of Goods & Services
- Quality Management

#	Performance Indicator / Standard	SCORE	Evidence
18	Accounting procedures provide for effective fiscal management of the Home as a viable business. Security is not compromised through inefficient financial management.		
19	Accounting procedures provide for the efficient timely processing of invoice payments to suppliers, and for the collection of residency fees and other monies due.		
20	All financial systems and procedures within the Home are subject to third party audit procedures.		
21	Computerised payroll systems are supported by an appropriate emergency hot line. Suppliers of these systems are listed on the Preferred Sub-contractors List.		
22	The Home has adequate Public Liability and Employee Liability Insurances. Certificates are displayed where appropriate and as required by law.		
23	The Home has adequate Buildings and Contents Insurances.		
24	Prospective service users are made aware of any limitations or restrictions in the Home's insurances that may affect their personal property, and of the need to take out extra cover.		
25	Insurance arrangements provide for Business Interruption Costs.		
26	There is a documented List of Preferred Suppliers of Goods, Equipment & Services to the Home.		
27	This List is controlled by Quality Assurance and is regularly reviewed at Quality Management Review Meetings.		
28	The Purchasing Procedure (ref. #37) explains the Preferred Suppliers & Sub-contractors Lists, and how suppliers are regularly reviewed to ensure consistent performance.		
29	Formalised contracts exist for professional services where appropriate.		
30	There is a simple formal system in place for controlling stocks of consumables, foodstuffs and other items used in the Home, and identifying the need for purchasing as required.		
31	There is an established procedure for purchasing consumables (foodstuffs, cleaning materials, garden materials etc) and services (equipment servicing etc).		
32	This Procedure provides for authorisation of all Purchase Orders by the Registered Manager or designate.		
33	There is evidence that orders placed upon suppliers verbally are confirmed with a written / faxed Purchase Order.		
34	Procedures provide for checking purchased items against Purchase Orders / Lists to ensure that the right items have been delivered, and that apparent quality is acceptable.		

