

## Part C

SELF-ASSESSMENT CHECKLIST DOCUMENTS:  
System Structure:**1 BUSINESS MANAGEMENT**

- 1.1 GENERAL ADMINISTRATION
- 1.2 ORGANISATION OF STAFF
- 1.3 STAFF RECRUITMENT & TRAINING
- 1.4 STAFF SUPPORT & DEVELOPMENT
- 1.5 RECORD-KEEPING & CONFIDENTIALITY
- 1.6 INFORMATION & COMMUNICATION WITHIN THE HOME

**2 QUALITY SYSTEMS MANAGEMENT**

- 2.1 STANDARDS & VALUES
- 2.2 ESSENTIAL POLICIES
- 2.3 THE INTERNAL PAPERWORK SYSTEM
- 2.4 CONTINUOUS QUALITY IMPROVEMENT

**3 CARE & TREATMENT OF THE SERVICE USER**

- 3.1 THE ENVIRONMENT OF THE HOME
- 3.2 ACCOMMODATION & LIVING SPACE
- 3.3 INFORMATION & REFERRALS FOR TREATMENT
- 3.4 ADMISSION OF THE SERVICE USER TO THE HOME
- 3.5 CLINICAL CARE
- 3.6 DIETARY CARE, THERAPY & REHABILITATION
- 3.7 RESPECTING THE CORE VALUES OF CARE
- 3.8 LEAVING THE HOME & MOVING ON

**4 HEALTH & SAFETY MANAGEMENT**

- 4.1 OCCUPATIONAL HEALTH & SAFETY
- 4.2 INFECTION CONTROL PRACTICES
- 4.3 MAINTENANCE & REPAIR:  
*BUILDINGS INTERIOR, INSTALLATIONS & EQUIPMENT*
- 4.4 MAINTENANCE & REPAIR:  
*BUILDINGS EXTERIOR & ACCESS*
- 4.5 UTILITY SERVICES
- 4.6 ENVIRONMENTAL SAFETY & SECURITY
- 4.7 CONTROL OF HAZARDOUS SUBSTANCES
- 4.8 FOOD HYGIENE PRACTICES
- 4.9 DRUGS & MEDICAL EQUIPMENT