

**Part C: SELF-ASSESSMENT CHECKLIST DOCUMENTS:
System Structure:**

Module 1 BUSINESS MANAGEMENT:

- 1.1 GENERAL ADMINISTRATION
- 1.2 STAFF RECRUITMENT & VETTING
- 1.3 STAFF TRAINING & DEVELOPMENT
- 1.4 RECORD-KEEPING & CONFIDENTIALITY

Module 2 QUALITY ASSURANCE MANAGEMENT:

- 2.1 THE AGENCY'S DOCUMENTATION SYSTEM
- 2.2 ESSENTIAL POLICIES
- 2.3 CONTINUOUS QUALITY IMPROVEMENT

Module 3 MANAGEMENT OF NURSING CARE :

- 3.1 SERVICE USER INTRODUCTION & ASSESSMENT
- 3.2 HEALTH & MEDICAL CARE
- 3.3 SPECIALIST NURSING CARE
- 3.4 DIETARY CARE & FEEDING
- 3.5 PALLIATIVE CARE

Module 4 HEALTH & SAFETY MANAGEMENT:

- 4.1 SAFE WORKING PRACTICES
- 4.2 THE WORKPLACE ENVIRONMENT
- 4.3 STAFF VULNERABILITY
- 4.4 SAFEGUARDING THE SERVICE USER
- 4.5 DISRUPTIONS TO THE SERVICE