

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 CENTRE

2 QUALITY SYSTEMS MANAGEMENT

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

3 CARE & WELFARE OF THE SERVICE USER

- 3.1 BEFORE JOINING THE DAY CENTRE
- 3.2 JOINING THE DAY CENTRE
- 3.3 THE DAY CARE ENVIRONMENT
- 3.4 PLANNING THE SERVICE USER'S CARE
- 3.5 PERSONAL CARE
- 3.6 THE PROTECTION OF VULNERABLE ADULTS
- 3.7 HEALTH CARE
- 3.8 MEDICATION
- 3.9 FOOD, DRINK & DIETARY CARE
- 3.10 RECREATION & LEISURE
- 3.11 RESPECTING THE CORE VALUES OF CARE

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