**Quality Assurance Annual Plan**

| **Month** | **QA activity** | **Detail / notes** | **By:** | **Completed** | |
| --- | --- | --- | --- | --- | --- |
|  | Date | Signature |
| **2018** |  |  |  |  |  |
| **January** | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Infection Prevention & Control Audit | Quarterly | IPC lead |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
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| **February** | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 6 residents. | Manager/dep/clinical lead |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | IPC lead |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Manager |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Heads of Dept |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Trained staff / manager |  |  |
|  | Nurses PIN Numbers | Monthly | manager |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
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| **March** | Surveys | To be issued to residents, relative, staff & visiting professionals, 1st of month, to collate 14th and issue outcome end of month | Manager/ Administrator |  |  |
|  | Complaints Review | 3-monthly review of complaints | Manager |  |  |
|  | Notifications review | 3-monthly review of SoVA and CQC notifications | Manager |  |  |
|  | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
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| **APRIL** | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Infection Prevention & Control Audit | Quarterly | IPC lead |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
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| **MAY** | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
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| **JUNE** | Complaints Review | 3-monthly review of complaints | Manager |  |  |
|  | Notifications review | 3-monthly review of SoVA and CQC notifications | Manager |  |  |
|  | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Equality & Diversity | 6 monthly | administrator |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
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| **JULY** | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Infection Prevention & Control Audit | Quarterly | IPC lead |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
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| **AUGUST** | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
|  |  |  |  |  |  |
|  | Complaints Review | 3-monthly review of complaints | Manager |  |  |
|  | Notifications review | 3-monthly review of SoVA and CQC notifications | Manager |  |  |
| **SEPT** | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
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| **OCT** | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Infection Prevention & Control Audit | Quarterly | IPC lead |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
|  |  |  |  |  |  |
| **NOV** | Surveys | To be issued to residents, relative, staff & visiting professionals, 1st of month, to collate 14th and issue outcome end of month | Manager/ administrator |  |  |
|  | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |
|  |  |  |  |  |  |
| **DEC** | Complaints Review | 3-monthly review of complaints | Manager |  |  |
|  | Notifications review | 3-monthly review of SoVA and CQC notifications | Manager |  |  |
|  | Care Plan Audits | Minimum of 25% records audited each month. | Manager/dep/clinical lead |  |  |
|  | Medicines Management Audit | Monthly audits – minimum 25% residents. | Manager/dep/clinical lead |  |  |
|  | Equality & Diversity | 6 monthly | administrator |  |  |
|  | Accident and Incident Review | Monthly review of resident, visitor + staff accidents / incidents | Manager |  |  |
|  | Health and Safety Audit | Meeting - H & S review including HACCP | Heads of Dept |  |  |
|  | Clinical Audits | Monthly – antibiotic register, hospital admissions, wound | Trained staff / manager |  |  |
|  | Carers audits | Weekly - Slings, positional charts | Team leader/medicator |  |  |
|  | Nurses PIN Numbers | Monthly | Admin |  |  |
|  | Personnel Files | Monthly – minimum 6 files per month | Manager |  |  |
|  | Dietician / weight | Monthly | Manager/clinical lead |  |  |
|  | Dependency Tool | Monthly | Manager |  |  |
|  | Wound audit/tracker | Monthly | Trained staff |  |  |
|  | First Aid Box contents | Monthly | Team leader/medicator |  |  |
|  | Emergency Evacuation box | Monthly | Maint/H Keeper |  |  |
|  | Environment | Monthly | Maint/H Keeper |  |  |
|  | Policy of the Month | Monthly | Manager |  |  |
|  | Managers Audit | Monthly | manager |  |  |
| Month round up Notes | | | | | |