

Registration Pack



Any person (individual, partnership or organisation) who provides regulated activity in England must be registered with the Care Quality Commission (CQC) as failure to do so is a criminal offence.

If you are applying to register your service: a care home, nursing home, domiciliary care or supported living service you will need to apply to CQC and go through their application process. You may also need to apply to register with CQC if you are changing your legal entity.

We know from our customers that the process can feel overwhelming, it is time-consuming writing your policies and putting together the documentation that is required in the early steps of the process. The QCS Registration Pack is designed to take the hassle out of the process for you. We have curated a suite of over 85 documents which include the policies and procedures that CQC require.

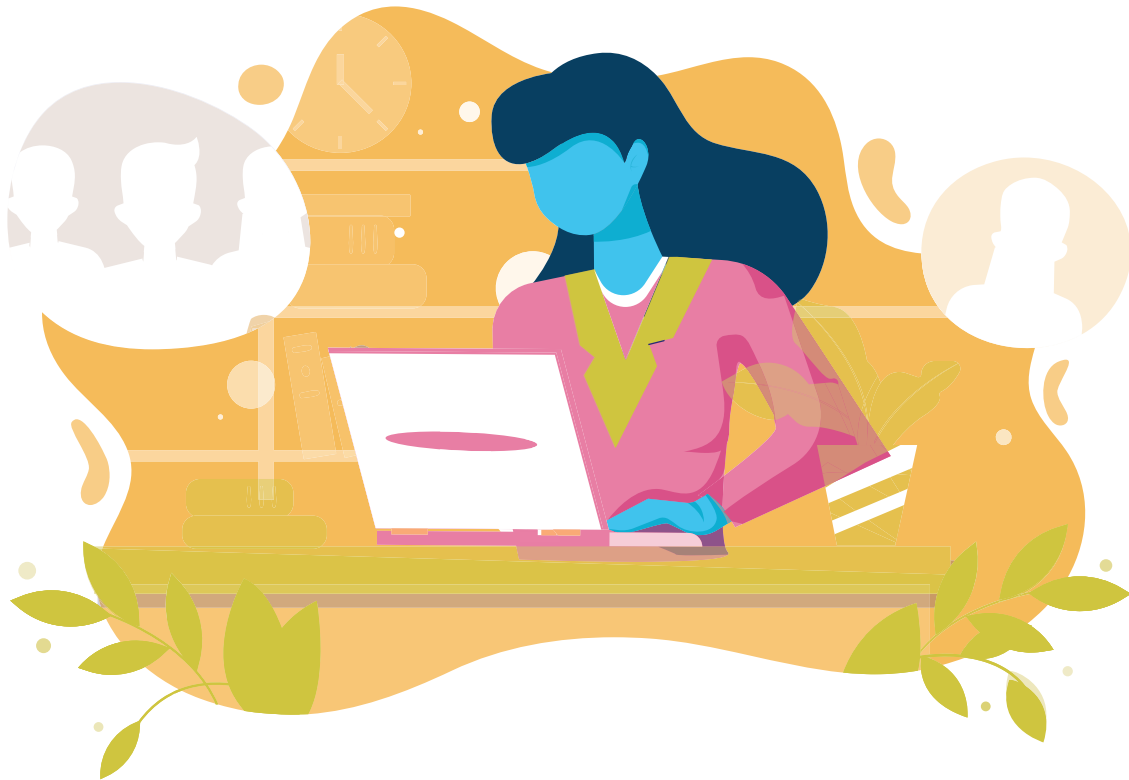
We have included guidance on making sure your service is financially viable, a complete business plan template, information on how to prepare your statement of purpose as well as guidance on how to evidence your training and qualifications. If you have an executive team you will be required to make sure they are 'fit and proper'. We have included a policy to support you in evidencing this as well as a job description template for your registered provider.



While you wait for your application to be processed we have created a mental capacity act lesson plan and a health and social care act guidance document which is designed to help you think about how these two important pieces of legislation will be followed when you are up and running your services.

The focus of our toolkit is on the quality of the care you will be providing, we don't provide support on the building regulation aspect of your service. For supported living services we have included an easy read tenancy agreement guidance document for service users that can be adapted for your services but as there is such a wide range of supported living models we haven't included a tenancy agreement. We have also added in a safeguarding policy and complaints policy in easy read format to evidence that you will be complying with Accessible Information Standards





Two important aspects of the care you will be providing are the safe management of medication and care planning. The QCS registration pack includes the full suite of medication management policies and procedures that have customised fields within them. All that is left for you to do with these is to check they reflect your local policies and how you intend to manage medication. The care plans include an extensive range of templates. These will ensure that you can carry out comprehensive person-centred care assessments from the start of your service welcoming its first customer.

Listed below are all the documents included in your pack.

at only £79.00 per month Vat inclusive for the initial 6 months - to help you through to registration, the subsequent 12 months are offered at the highly reduced rate of £199.50 Vat inclusive

To discuss how we can help you, please call us on 0333 405 33 33 or email info@qcs.co.uk

Registration Pack Overview List



Document title	Document Purpose	Document Type
Registration Pack Overview	Content list and Summary	Help sheet
Registration Flowchart	Registration process	Help sheet
Statement of Purpose	Supporting Document	Policy
Tips for completion of your financial viability statement	Useful document	Help sheet
Business Plan	Supporting document	Policy and template
Safeguarding Policy	Supporting document	Policy
Abuse	Accessible Format	Easy read policy
Sample Care plan- Service specific	Supporting document	Care plan Templates
Abuse	Accessible Format	Easy read policy
As Required and Variable Dose Medication Policy and Procedure	Supporting document	Policy
Auditing and Monitoring of Medication Policy and Procedure	Supporting document	Policy
As Required and Variable Dose Medication Policy and Procedure	Supporting document	Policy
Collection of Prescriptions Policy and Procedure (Dom care and Supported Living)	Supporting document	Policy
Controlled Drugs Policy and Procedure	Supporting document	Policy
Covert Medication Policy and Procedure	Supporting document	Policy
Homely Remedies and Self Care Policy and Procedure	Supporting document	Policy
Medication Away from Home Policy and Procedure	Supporting document	Policy
Medication Errors and Near Misses Policy and Procedure	Supporting document	Policy

Ordering and Receipt of Medication Policy and Procedure (Residential Care)	Supporting document	Policy
Complaints Policy	Supporting document	Care plan Templates
Complaints Policy (Easy Read)	Accessible Format	Easy Read Policy
Good Governance (Domiciliary Care and Supported Living)	Supporting document	Policy
Clinical Governance (Residential Care)	Supporting document	Policy
Quality Assurance Policy	Supporting document	Policy
Recruitment Policy	Supporting document	Policy
Lone Working Policy	Supporting document	Policy
Access to People homes	Supporting document	Policy
MCA and Dols	Supporting document	Policy
Fire Risk Assessment Checklist	Risk Assessment Planning	Template
Health and Safety Policy	File Document	Policy
Fire safety policy	File Document	Policy
Risk Assessment Template	File Document	Template
Equality and diversity policy	File Document	Policy
Staff supervision policy	File Document	Policy
Training matrix	File Document	Help document
Service User care contract- All services	File Document	Contract
Audit Matrix Template	File Document	Template
Supported living tenancy agreement easy read guidance for Service users	Accessible Format	Easy read guidance
Recruiting a Registered Manager	Useful document	Help sheet
Supplying information for fit and proper persons	Useful document	Help sheet
Registered Manager Application and Interview Policy	Useful document	Policy
New Provider Guidance Policy	Useful document	Policy
MCA and Dols	Extending Knowledge	Training Material
Health and Social Care Act	Extending Knowledge	Help sheet
Ideas for marketing your care home	Business Strategy	Help Sheet