



Compliance is not an event — it is a rhythm. This calendar maps **one audit focus per month** so that every area of CQC regulation is reviewed at least once a year, and nothing is left until the week before an inspection. Pin it, share it with your deputy and **make it a habit**.

JANUARY – JUNE · Q1 & Q2

01 JANUARY Q1 · NEW YEAR AUDIT

Staff Training Matrix

Review mandatory training for all staff. Flag renewals due in the next 90 days before they lapse.

- Safeguarding Adults & Children
- Medication management
- Moving & handling
- Fire safety & emergency
- Mental Capacity Act
- Infection prevention & control

EFFECTIVE

02 FEBRUARY Q1 · CLINICAL FOCUS

Medication Management

Full medication audit — MAR charts, storage, PRN records and competency observations.

- MAR chart gaps reviewed
- Controlled drug balances checked
- Staff competency observations
- PRN protocol completeness
- Storage temperatures logged
- Prescription review dates current

SAFE

03 MARCH Q1 · SAFEGUARDING

Safeguarding Review

Audit the safeguarding log, referral records and staff confidence. Are near-misses being reported?

- Safeguarding log completeness
- Referral decisions reviewed
- Staff spot-checks completed
- Learning from incidents evidenced
- Near-miss log reviewed
- MASH / LADO contacts current

SAFE

04 APRIL Q2 · PERSON-CENTRED

Care & Support Plans

Review care plans for currency, person-centred content and family involvement. Are reviews overdue?

- Review dates all current
- Individual voice present
- Family / carer involvement noted
- Risk assessments updated
- Goals and preferences current
- Communication needs reflected

CARING

05 MAY Q2 · ENVIRONMENT

Environmental Safety

Fire safety, PEEPs, equipment checks, COSHH. Are risk assessments current after any changes?

- PEEPs reviewed and current
- Fire safety floor plans updated
- Equipment service records
- COSHH assessments reviewed
- Environmental hazard log
- Legionella checks up to date

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06 JUNE Q2 · WORKFORCE

Supervision & Appraisals

Audit supervision records for all staff. Are appraisals overdue? Are supervision actions followed up?

- Supervision frequency met
- Annual appraisals up to date
- Actions from supervision closed
- Probationary reviews complete
- Clinical supervision if applicable
- DBS renewals checked

EFFECTIVE

JULY – DECEMBER · Q3 & Q4

07 JULY
Q3 · FEEDBACK

Complaints & Compliments

Review complaints log — are response times met? Is learning evidenced? What did feedback change?

- Complaint response times met
- Outcomes and learning recorded
- 'You Said, We Did' evidenced
- Compliments log reviewed
- CQC referrals where required
- Themes identified and shared

RESPONSIVE

08 AUGUST
Q3 · LEGAL FRAMEWORK

MCA & DoLS / LPS

Review the DoLS register and capacity assessments. Are best interests decisions documented?

- DoLS register current
- Expiring authorisations flagged
- Capacity assessments reviewed
- Best interests decisions documented
- IMCA referrals where needed
- Staff MCA knowledge checked

SAFE

09 SEPTEMBER
Q3 · WINTER PREP

Infection Prevention

Audit IPC practices — PPE stock, cleaning schedules and outbreak protocols. Prepare ahead of winter.

- PPE stock levels adequate
- Cleaning schedules completed
- IPC training current
- Outbreak protocol in place
- Flu vaccination programme
- Winter preparedness reviewed

SAFE

10 OCTOBER
Q4 · GOVERNANCE

Governance Evidence

Review governance meeting minutes and action tracker quality. Is provider challenge evidenced?

- Meeting minutes quality reviewed
- Action tracker — close overdue items
- Provider challenge evidenced
- Quality data trends noted
- Near-miss log reviewed
- Governance Nugget Learned? ticked

WELL-LED

11 NOVEMBER
Q4 · RESIDENT VOICE

Resident & Family Feedback

Annual resident survey or focus group. Review activities and community access. Evidence what changed.

- Annual survey completed
- Family feedback gathered
- Activities reviewed and updated
- Community access evidenced
- 'You Said, We Did' for the year
- Silent Voice observations shared

RESPONSIVE

12 DECEMBER
Q4 · YEAR IN REVIEW

CQC Notifications & Registration

Audit all CQC notifications made this year. Review registration details. Set priorities for January.

- All notifications logged and sent
- Registration details current
- Statement of Purpose reviewed
- Annual report / QA review
- RM continuous development noted
- Next year priorities set

WELL-LED