

Dental Postgraduate Department

**Practice Management Update – are you up to date?
SW18-05-18**

Date and venue:

Friday 18th May 2018

**Ingleside House
5 Beeches Road
Cirencester
GL7 1BN**

Course Organiser:

Jackie Gazzard

Course Lecturer:

Jo Russell

Programme

08.30	–	09.00	Registration
09.00	-	10.30	Evidence requirements for each of the CQC fundamental standards – Is your practice well lead?
10.30	-	11.00	Coffee
11.00	-	12.00	Effective auditing
12.00	-	13.00	Let's look at your HR files, are they up to date?
13.00	-	14.00	Lunch
14.00	-	14.45	Staff inductions
14.45	-	15.30	Appraisals
15.30	-	16.00	coffee
16.00	-	16.45	PDP's for the dental team
16.45	-	17.00	Q&A session
17.00			Course End

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Aims

To meet the evidence requirements for the CQC fundamental standards focusing on the Well Led standard in more detail

Objectives

Discuss the evidence requirements for each of the fundamental standards

Create an effective audit cycle

Look at the HR file requirements

Review the inductions currently in place

Have adequate appraisals and PDPs for the team

Learning outcomes

To be confident in the framework for compliance with the CQC