

HEMOCARE CQC FRAMEWORK CHECKLIST

Version 10/2025

***** FOR FURTHER GUIDANCE REFER TO THE CENTRAL COMPLIANCE TEAM *****

NAME:	QUALIFICATION:
DATE:	TEAM:

RESOURCE FORM/APPLICATION/PTW/PROOF OF NI/DBS/PHOTO/HPAN
- Resource Form from Clinical Team – received within last 4 weeks - Application Form – 5-year address history/work history 1st employment as minimum/3 years reference details - CV – full lifetime history - Right to Work - stamped - Proof of National Insurance (no payslips) - DBS Certificate Internal Child and Adult Workforce (Enhanced) or DBS Certificate External Child and Adult Workforce (Enhanced) with Update Service Check dated within 14 days of pack clearance. - Overseas Police Check (if temp has lived outside the UK in the last 5 years) - Photograph of candidate
TRAINING
- Mandatory Training Certificate – Including practical modules – *external training must be verified* - Infection Control – Practical/Online – 1 year - Fire Safety – Practical/Online – 1 year - Moving and Handling – Practical/Online – 1 year - Food Hygiene – Practical/Online – 1 year - Basic Life support – Practical/Online – 1 year - Health and safety – Practical/Online – 1 year - Safeguarding Adult and Children – Practical/Online – 1 year - Learning disabilities and Autism (Oliver McGowan Mandatory Training) – Online – 1 year - Personal hygiene – Online – 1 year - Tissue viability – Online – 1 year - Communication – Online – 1 year - Early warning signs – Online – 1 year - Sepsis – Online – 1 year - Confidentiality and record keeping/information governance – Online – 1 year - Complex Care Training - Challenging Behaviour - Managing Challenging Behaviour Positive Behaviour Support - Medication administration - Medication Advanced Including Administration - Bladder Care - Catheterisation Male and Female + Stoma - Epilepsy/seizure - Epilepsy L3 - Dysphagia - Dysphagia Care - Peg Feed - PEG feed - Stoma Care - Stoma Care Awareness - Oxygen Therapy - Oxygen Therapy - Tracheostomy - Tracheostomy awareness - Oral Suctioning - Suction training - Bowel care
QUALIFICATIONS - *NOT APPLICABLE FOR HCA/SW WORKERS*
- NMC/HCPC Pin Check – Dated within last 14 days - Statement of Entry - Degree/Diploma Certificate or Degree Declaration form if needed
REFERENCES/INTERVIEW/PROOF OF ADDRESS/GDPR CONSENT
- Professional References from a Senior position (Verified) – Minimum of one employment reference from most recent placement & one character reference is acceptable ** Sign off required if one reference obtained ** - POA 1 and POA 2 - Bank statement, DVLA, Utility Bill, Council Tax, HMRC Letter

