## **Checklist to identify future registered manager potential**

| What to look for | Yes | No | N/A | Further evidence |
| --- | --- | --- | --- | --- |
| A genuine desire to provide meaningful, considered support and the ability to thrive in a person-centred environment. | [ ]  | [ ]  | [ ]  |       |
| Experience of conducting person-centred reviews which put each person’s views and preferences at the heart of planning and decision making. | [ ]  | [ ]  | [ ]  |       |
| Staff team member who is self-motivated, resilient and well-organised and dependable | [ ]  | [ ]  | [ ]  |       |
| Ability to well under pressure and is flexible to meet the needs of people they support. | [ ]  | [ ]  | [ ]  |       |
| Knowledge of CQC standards and regulations, including experience of being part of a CQC inspection. | [ ]  | [ ]  | [ ]  |       |
| Business development skills, including understanding of profitability/operating costs gained from working within agreed budgets. | [ ]  | [ ]  | [ ]  |       |
| Ability to manage staff rotas around people’s needs and preferences, ensuring staff are deployed effectively, making the most of their skills and knowledge. | [ ]  | [ ]  | [ ]  |       |
| Ensures safe practice guidelines and safeguarding policies and procedures are effective, implemented and adhered to. | [ ]  | [ ]  | [ ]  |       |
| Proven ability to effectively manage complaints and incidents, including carrying out investigations relating to the quality of the service and use findings to make improvements. | [ ]  | [ ]  | [ ]  |       |
| Committed to involving people they support, their families, friends, advocates and external stakeholders, in the future developments of the service. | [ ]  | [ ]  | [ ]  |       |
| Experience of all aspects of carrying out assessments, audits and medicine management for liaising with professional organisations. | [ ]  | [ ]  | [ ]  |       |
| Ability to develop, monitor, review and revise care plans. | [ ]  | [ ]  | [ ]  |       |
| Is friendly and approachable, but able to be assertive and maintain a professional approach. | [ ]  | [ ]  | [ ]  |       |
| Able to maintain full and accurate records and reporting systems in accordance with legal requirements. | [ ]  | [ ]  | [ ]  |       |
| Strong IT skills, including specialist care management systems and software. | [ ]  | [ ]  | [ ]  |       |
| Management of care and support staff, including experience of team building and maintaining a highly motivated team. | [ ]  | [ ]  | [ ]  |       |
| Committed to continuing professional development to keep up-to-date with legislation, best practice and changes within health and social care. | [ ]  | [ ]  | [ ]  |       |
| An effective written and verbal communicator. | [ ]  | [ ]  | [ ]  |       |
| Further experience of:■ staff support, supervision, coaching and training■ end to end recruitment processes■ performance management■ risk assessments. | [ ]  | [ ]  | [ ]  |       |

### Further information and advice about succession plan is available from[www.skillsforcare.org.uk/succession](http://www.skillsforcare.org.uk/succession)

### Skills for Care 2023