## **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