

## **Key Organisational Tasks for Completing your Care Quality Commission Registration Application**

All independent health and adult social care providers will be required to register with the Care Quality Commission (CQC) from the 1<sup>st</sup> October 2010. This registration process can be quite a daunting task and requires a lot of thought, time and preparation in order that you can evidence that you comply with all of their standards. The key to making this task less onerous is to be organised in your approach, with the following tasks having been identified as the key components to allowing for a stress free CQC registration application.

### 1. Apply for your CRB check early

- There have been several issues with the administration of the new CRB form that has meant many people have been unable to get their CRB check approved in time to submit with their application. This process will generally take about 4 weeks.

### 2. Write a statement of purpose

- There are strict guidelines about what this should include, available on the CQC website. This statement is required in order for you to complete your part of the financial reference.

### 3. Download the reference forms from the CQC website and pass them on to the appropriate person for completion

- The references required are; medical, professional and financial

### 4. Check the CQC website to see which category of provider you are and which of your activities will be regulated by the CQC

- There are several different categories of regulated activity, each with different requirements to meet to gain CQC registration

### 5. Download the CQC compliance guide from their website

- This details exactly what is required in order for you to meet each outcome

### 6. Set up a database or spreadsheet that will allow you to record exactly what evidence you currently have in place and what evidence, policies or procedures that you need to produce in order to comply with each of the outcomes laid down for your particular regulated activity

### 7. Allocate the most suitable individual within your organisation to find the missing evidence or to assess your practices to determine whether you do meet the standards outlined.

- As evidence is gathered or policies produced make sure you update the database so that everybody can see where there are still areas that do not comply

### 8. Set yourselves strict deadlines for the missing evidence to be produced

- If not the task could drag on and on, and will appear more arduous than it needs to be

9. Download the relevant application form from the CQC website

- There are 3 separate forms depending on whether you are applying as an individual, a partnership or an organisation

10. Complete and submit your application form and references

- Always double check that you have completed all of the required areas of the application form and that everything you submit is signed and dated correctly. The CQC will not accept incomplete forms – even if it is something small like a missing telephone number

If you can follow this process and approach your application in an organised and structured way, then CQC registration should be a relatively simple process of cross checking documentation and practices and processes in place and confirming that you comply with all of the criteria laid down.

**But why run the risk of missing something, use the experts at Words Worth Reading Ltd to complete your [CQC registration](#) for you.**