

Succession Planning



Checklist to identify future registered manager potential

What to look for	Yes/No/ Don't know	If no, what development is needed to overcome this?
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 that are self-motivated, resilient and well-organised and dependable.		
Somebody who can work well under pressure and is flexible to meet the needs of people who need care and support.		
Knowledge of CQC standards and regulations, including experience of being part of a CQC inspection.		

Maintaining 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 who need care and support, their families, friends, advocates and external stakeholders, e.g. healthcare professionals, 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.		
<p>Further experience of:</p> <ul style="list-style-type: none"> ■ staff support, supervision, coaching and training ■ end to end recruitment processes ■ performance management ■ risk assessments. 		

www.skillsforcare.org.uk/succession