

# Nominated Individuals Toolkit

## January 2019

### About this toolkit

This toolkit has been designed to provide both current and aspiring nominated individual with a range of materials and signposts to support them in their role.

The toolkit is divided into 4 sections

- **Step 1 - Support your development**
- **Step 2 - Defining the role – moving forward**
- **Step 3- Share and Learn**
- **Signposting to useful information**



All information provided in this toolkit is correct at time of print, please check for updates

# Thank you

This toolkit was designed and developed by Shropshire Partners in Care with input from the Nominated Individual consultation group. We would like to thank the following organisations for their input:

Allenby Douglas	Carradice Care	Invest in Care Ltd	Priority Care
Astar Home Care Services	CM Bespoke Care	Ladona House	Quality Community Care
Bethphage	Coverage Care	Morris Care	Salopian Care
Botts Farm	Daily Care 4 U	New Dawn Care	Supreme Homecare
Bowbrook House	Deansfield	Onny Cottage Rest Home	Telford and Wrekin – My Options
C&S Care	Derwen College	New Dawn Care	The Uplands
Caring Angels Home Care	Hillcrest Manor Nursing Home	Positive Steps	Vision Homes

# Step One – Supporting your development

- Mapping the Key Lines of Enquiry to Nominated as Individual
- Definition of Nominated Individual and existing guidance
- Draft list of laws, regulations and standards

Increase your knowledge of key elements of running a high quality business by watching these recordings:

- Defining your purpose, mission and strategy
- Shaping service culture values and behaviours and worksheet
- Recruitment and selection best practise
- Performance reviews and supervision
- Disciplinary dismissal processes

# Step Two - Defining the Role – moving forward

Work together with your business owner/board to detail what the role really means to your organisation

- Template Job Description and Person Specification
- Board development briefing sheet
- Blank action plan

# Step three - Share and learn

Working together and learning from other Nominated Individuals can provide support and strengthen understanding

- LinkedIn group
- Live webinar

Action learning set guides

- Build and maintain external relationships
- Championing excellence within your organisation
- Professional supervision for registered managers
- Keeping focus on the service users' quality of life
- Network and learn with other NIs
- Offering leadership in shaping service culture
- Understanding the laws, regulations and standards affecting NIs
- Defining the NI role with your organisation

Action learning set handouts

- Build and maintain external relationships
- Championing excellence within your organisation
- Keeping focus on the service users' quality of life
- Offer leadership in shaping service culture

# Signposting

Follow the links to find out more about

## Laws

The Care Act 2014

Health and Social Care Act 2008

## CQC

CQC A fresh start for registration

CQC Regulation 5: Fit and proper person

CQC Regulation 6: Requirement where the service provider is a body other than a partnership

CQC Key Lines of Enquiry

## Skills for Care

Nominated as Responsible

Recommendations for CQC providers

Range of documents and information available <https://www.skillsforcare.org.uk/Leadership-management/managing-a-service/roles-and-responsibilities/nominated-individuals.aspx>

Good and outstanding care guide - updated