

**ONE MINUTE GUIDE**

**QA – Manager Responsibilities and Thematic Peer Audit cycle**

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| **TEAM MANAGERS** |
| * **Peer Thematic audit – bi-monthly**
* **Practice Observation – each team member bi-monthly – findings to be part of annual appraisal – summary feedback to be provided to Service Managers to inform Service Plan**
* **Regular audit of cases and supervision as part of day to day management and leadership of the service – to support staff and identify good practice, areas for improvement, CPD needs – findings to be reviews in Performance Clinics and included in Quarterly QA Report**
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| **SERVICE MANAGERS** |
| * **Peer Thematic audit – bi-monthly**
* **Supervision file audit – each team member bi-monthly – findings to be part of annual appraisal – summary feedback to be provided to Service Managers to inform Service Plan**
* **Regular audit of cases and supervision as part of day to day management and leadership of the service – to support staff and identify good practice, areas for improvement, CPD needs – findings to be reviews in Performance Clinics and included in quarterly report to SLT**
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| **STRATEGIC MANAGERS** |
| * **Peer Thematic audit – bi-monthly**
* **Supervision file audit – each team member bi-monthly – findings to be part of annual appraisal – summary feedback to be provided to Service Managers to inform Service Plan**
* **Regular audit of cases and supervision as part of day to day management and leadership of the service – to support staff and identify good practice, areas for improvement, CPD needs – findings to be reviews in Performance Clinics and included in quarterly report to SLT**
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| **UNDER DEVELOPMENT FOR ALL LEADERS** |
| * **Service or Thematic observations to be carried out by all leaders from TM to Director on an annual basis**
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| **THEMATIC PEER AUDIT CYCLE** |
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