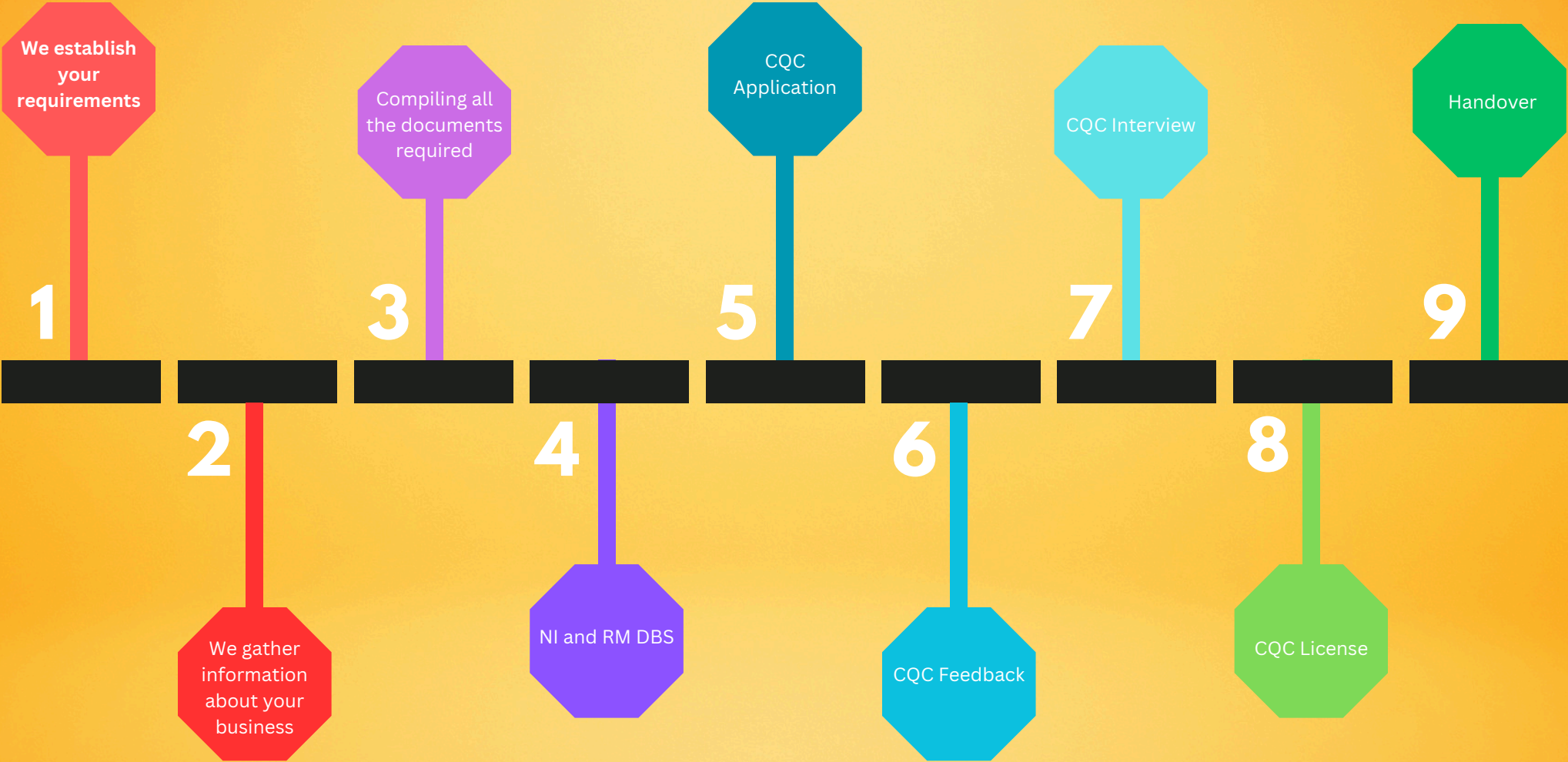


CQC Registration Roadmap



CQC Registration Roadmap

We establish your requirements

1

We have phone or Zoom conversations to establish what type of business would you like to start and what is your business setup.

We draft a list of services that you require from us:

- policies and procedures?
- interim manager?
- business plan?
- other start-up services?

We discuss the timelines for the whole application process and answer your questions

We discuss our fees and payment milestones.

Contracts are signed (between us as collaborating businesses, and a contract with the interim manager if this service is required).

This process usually takes 2-7 days.



CQC Registration Roadmap

Do you have a registered manager? Has she/he got the right qualifications?

Do you have a website and email addresses set up?

Is your business name suitable or it conflicts with other businesses on Google? Will you have possible ranking issues?

Is your company registered the correct way on the Companies House?



2

Do you have a business address? Home or Rented Office?

Will the Registered Manager be the Nominated Individual as well?

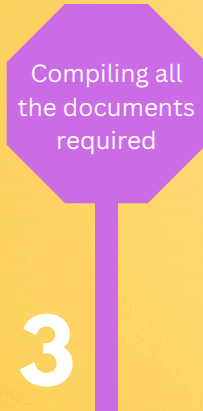
This process usually takes about 2-10 days.

We gather information about your business



CQC Registration Roadmap

Are you aware of all the documents required by the CQC?



We can supply certain documents, but there are some documents that the client has to provide.

We can supply:

- business plan
- policies and procedures
- training matrix
- organisational structure

The client has to supply:

- ICO Registration Certificate (we can guide you)
- Financial viability statement (we can guide you and we have the template)
- CV including all working history of the Registered Manager (unless we provide the Interim Manager)
- DBS of the Registered Manager (we can guide)

We ensure that we have all the documents required.

This process usually takes around 7-20 days.

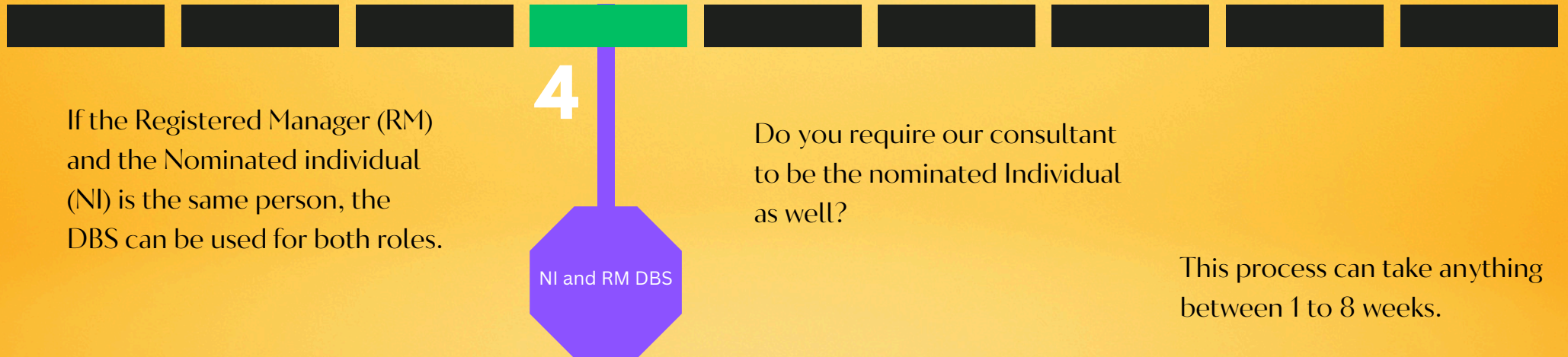


CQC Registration Roadmap

If the Registered Manager is registered with any of these professional bodies he/she still needs to have the appropriate enhanced DBS but it does not have to be CQC countersigned:

- General Dental Council
- General Medical Council
- General Pharmaceutical Council
- Health and Care Professions Council
- Nursing and Midwifery Council

We can't complete the CQC application without the DBS reference number and issue date.



CQC Registration Roadmap

We establish whether we will use the CQC Provider portal or we will apply by email.



We fill in all the sections and upload all the required documents at this stage.

If we have a good CV and the full employment history for the Registered Manager we can fill in the Manager's Application as well.

The client does the final check for the application and confirms submission.

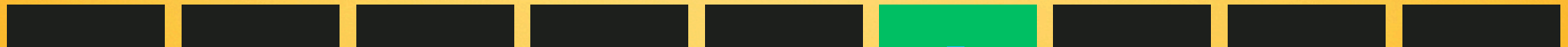
This process usually takes around 7 days. If we have all the documents in place, it can be done sooner.



CQC Registration Roadmap

Once the application is submitted the client must check the email address on daily basis, especially after 8 weeks have passed. CQC can come back with feedback anytime. Unfortunately it can take 2 to 6 months until we will hear from the CQC.

If the application is not rejected straight away, CQC will give us 3 days from the moment they sent the email to action the feedback . We need to act fast.



We will fix any feedback related to our documents and/or services.
If the feedback is related to the documents that client has supplied, we take no responsibility. For example if the client supplied the policies and procedures.

6



We submit the feedback within the 3 days.



CQC Registration Roadmap

After the feedback has been actioned and submitted, CQC will check its accuracy. If everything is OK, they will move the application to stage 2. At this stage they will require more evidence/documents such as the Business Plan, Care Plan example, Training matrix.



After the second round of documents have been checked, the CQC will provide a date for the interview.

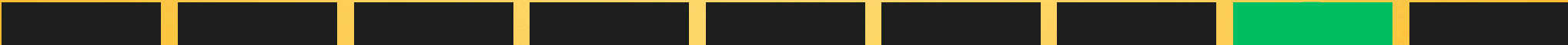
If the client has its own Registered Manager (not used our Interim Manager) we will support with the interview:

- one mock CQC interview
- a document with 40 most asked questions during the CQC interview (suitable for both the RM and NI).



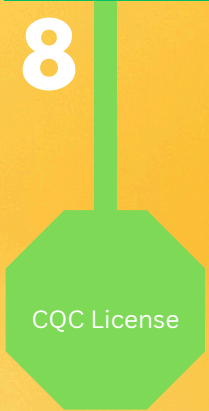
CQC Registration Roadmap

CQC will send a series of emails to confirm your registration.



8

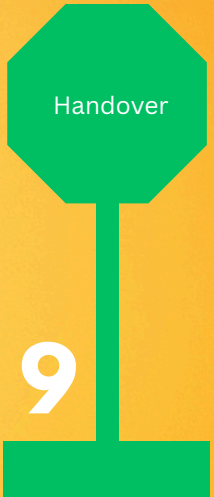
You will be given access to the CQC portal where you can manage and make changes to your registration.



CQC Registration Roadmap

We handover everything to you.

If you used our Interim Manager, he/she will deregister as a Register Manager for your service. You have 6 months to appoint a new manager.

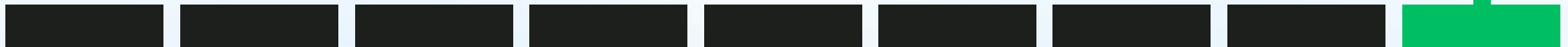
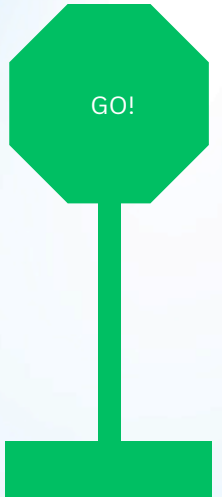


Our Interim Manager will handover to you everything related to his/her duties.



More questions?

contact@agencycarestaff.co.uk



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Policies and Procedures
Operational Documents