

## Care Consultancy Assist

### Additional Purchases Price List

**15% Off all prices for registration clients until registered**  
**10% Off all prices after registration for ALL clients who registered through us**

#### 1. OUR BUSINESS STARTUP PACK – (INCLUDED IN OUR PACKAGE TWO INCLUSIVE PACKAGE)

##### **BUY INDIVIDUALLY OR AS A FULL PACKAGE.**

90 Plus templates, audits, risk assessments, databases, documents, posters to get you going in your new business or support your existing processes covering good governance, Due diligence, Premises audit and risk, Human resources, posters, and flowcharts for you to adapt or us to personalise\* (\*additional cost)

##### **PACK A - RISK AND AUDIT BUNDLE (APPROX 25 AUDITS/RISK ASSESSMENTS INCLUDING)**

1. Daily Walk in Health and Safety Checker
2. Monthly Admin Room Audit
3. Monthly Clinical Room Audit
4. Monthly Environment and Safety Audit
5. Monthly Hand Hygiene Audit
6. Record and Peer Review Audi
7. Monthly Sharps Audit
8. 3 or 6 Month Fire Safety Audit
9. 3 or 6 Month Health and Safety Audit
10. 3 or 6 Month Infection Prevention Audit
11. Quarterly Emergency Drugs and Equipment Audit
12. Annual Good Governance Audit Toolkit (Including 9 Audits / Risk Assessments)
13. Health and Safety Risk Assessment – Clinics
14. Health and Safety Risk Assessment – Remote with some Face to Face
15. Cleaning Risk Assessment
16. Audit and Risk Register
17. Audit and Risk Assessment List

##### **Pack B - DUE DILIGENCE AND ONGOING COMPLIANCE BUNDLE**

**(Approx 29 Templates Forms and Comprehensive Compliance Databases including)**

##### **TRACK YOUR COMPLIANCE AND DUE DILIGENCE DATABASES AND RELATED**

**FORMS: (The Databases are very useful particularly when the CQC inspect ongoing after registration and ask for evidence to be sent into them)**

1. Alerts Database
2. Complaints and Grumbles Database
3. Incidents and Near Miss Database
4. Complaints Form for your Website
5. Complaints Notice for your Website
6. Incident / SEA Investigation and Report Form

## **MAINTAIN YOUR COMPLIANCE AND DUE DILIGENCE FORMS And RELATED**

7. Cleaning Schedule – Clinical
8. Cleaning Schedule – Non-Clinical
9. Cold Chain Record Log and Standard Operating Procedure
10. Emergency Trolley Check Log
11. Emergency Green Drug Box (Usually for Private GP businesses but could be applicable in others depending on services.)
12. Weekly Ongoing Fire Checks
13. Walk in Quick Fill Health and Safety and IPC Checker (Usually used as an opening up or handover type document in a room or space)
14. Medicines and Vaccinations Monthly Checker
15. Water Temperature Checker
16. Clinical Stock Monthly Checker

## **PATIENT / CLIENT / STAFF FEEDBACK**

17. Client Feedback – Simple with Faces
18. Client Feedback – Friends and Family Test
19. Staff Survey

## **PATIENT / CLIENT WELCOME AND INFORMATION PACKS**

20. General Consent and Welcome Leaflet – Option 1
21. General Consent and Welcome Leaflet – Option 2
22. General Consent and Welcome Leaflet – Option 3
23. General Patient Information Leaflet Option 1
24. General Patient Information Leaflet Option 2

## **FLOWCHART / PROCEDURES**

25. Patient Pathway Template Option 1
26. Patient Pathway Template Option 2
27. Accidents, Incidents & Near Miss Flowchart
28. Safeguarding Flowchart
29. Visions and Values Flowchart

## **Pack C - Human Resource / Employment Bundle / Agreements Bundle (Approx 36 Templates, Forms, Contracts, Agreements and more including)**

### **TRACK YOUR HUMAN RESOURCES COMPLIANCE:**

1. Recruitment and Human Resources Tracker Database

### **RECRUITMENT**

2. Staff Recruitment Application Template
3. Interview Invitation Template
4. Risk Assessment if No DBS Required Template
5. Personal File Checklist Template
6. Pre-Employment Health Questionnaire Template – Non-Facing Patient

7. Pre-Employment Health Questionnaire Template – Patient Facing

**INDUCTION, APPRAISAL, SUPERVISION, REVALIDATION**

8. Staff Induction Pack Checklist
9. Staff Induction Template
10. Temporary Staff Induction Pack
11. Staff Handbook Template
12. Appraisal Notification Memorandum
13. Pre Appraisal Self-Assessment Template
14. Appraisal Meeting Record
15. RCN Nurse Appraisal Template (if preferred)
16. General Supervision Template
17. Revalidation Support Pack for Doctors with no Designated Body

**CONTRACTS AND AGREEMENTS**

18. General Contract of Employment Template
19. Zero Hours Contract Template
20. Contract for Service Template
21. Practicing Privileges Contract Template
22. Self Employed Contract Template

**JOB DESCRIPTIONS**

23. JD - Carer Template
24. JD – Dom Care Worker Template
25. JD – Administrator (General) Template
26. JD – Supervisor Dom Care Template
27. JD – Practice Manager Template
28. JD – Registered Manager Template
29. JD – Nominated Individual Template
30. JD – Registered Manager and Nominated Individual Combined Template
31. JD – Medical Advisor Template

**GUIDANCE**

32. Nominated Individual Role
33. Registered Manager Role
34. Registered Manager Pre Registration Interview Guide
35. What is a Registered Manager and Nominated Individual (CQC Guide)
36. CPD and Supervision Guidance for Registered Managers and Practitioners they Supervise (CQC Guide)

**Total Templates/Databases etc around 90 with more added all the time.**

## PRICES

Cost Pack A - £175 (As templates for you to personalise)  
Cost Pack A - £255 (Personalised with your branding and company details)  
Cost Pack B - £125 (As templates for you to personalise)  
Cost Pack B - £175 (Personalised with your branding and company details)  
Cost Pack C - £249 (As templates for you to personalise)  
Cost Pack C - £399 (Personalised with your branding and company details)

## FULL DISCOUNTED START UP PACK

As Templates Only £495 (Approx 10% discount) – Full Price £549  
Personalised with your company branding and details £699.  
(approx 15% discount) – Full Price £829

## 2. Our POLICY BUNDLE AND DATABASE PACK

Our full policy bundle of around 90 policies aligned to the CQC regulations, standards and quality statements

## OPTIONS

- a. **New set of policy templates we align to the CQC standards – Approx 90 policies includes a policy database to support ongoing review.**  
We provide the attached policies as templates for you to brand and personalise yourself.  
(for your use only)

- Full Bundle £450 (no VAT)
- Individual Policy Templates £10 Each
- Individual Policies Branded £20 Each

More specific Localisation work charged by the hour:

- £85 Per hour (no VAT) Estimated once we know what support is involved
- £75 Per hour if you purchased a registration package from us (if required)

- b. **New Set of policy templates we align to the CQC standards and branded with your company details – Approx 90 policies includes a policy list to support ongoing review.**

We provide the attached policies branded with your company details and logo throughout. We also add the details of your local safeguarding board on the safeguarding policies and your leads on other relevant policies such as infection control, data protection etc. (for your use only)

Full Bundle £900 (no VAT)

- Individual Policy Templates £20 Each

More specific Localisation work charged by the hour:

- £85 Per hour (no VAT) Estimated once we know what support is involved
- £75 Per hour if you purchased a registration package from us (if required)

**IF YOU REGISTERED WITH US AND DO NOT REQUIRE THE FULL SET**

**c. Top up Policy Set of around 75-80 policies – For clients who already have our support pack 1 and 2 (approx 10-15 Policies depending on your service)**

- **Work as per option 2a above - £375**
- **Work as per option 2b above - £750**
- **Individual Policy Templates £10 Each**
- **Individual Policies Branded £20 Each**

**More specific Localisation work charged by the hour:**

- **£85 Per hour (no VAT) Estimated once we know what support is involved)**
- **£75 Per hour if you purchased a registration package from us (if required)**

### **3. STANDARD OPERATING PROCEDURES PACK - (for your use only)**

A bundle of the following typical standard operating procedures the CQC might request depending on your services (Bundle growing all the time)

- ADHD Assessment
- Administration of IV Therapy
- Arrangements for patient data if we cease trading.
- Disposal of Medicines
- Ear Irrigation
- Hyperhidrosis
- Management of Menopause
- Minor Surgery
- PDO Threads
- Pregnancy Complications of Early Fetal Demise
- PRP
- Referrals
- Slimming Medications
- Travel Vaccines

- **Templates only - £75**
- **Adapted with your branding - £125**
- **Individual Policy Templates £10 Each**
- **Individual Policies Branded £20 Each**

**More specific Localisation work charged by the hour:**

- **£85 Per hour (no VAT) Estimated once we know what support is involved)**
- **£75 Per hour if you purchased a registration package from us (if required)**

### **4. CQC ASSESSMENT PREPARATION AND MOCK ASSESSMENT PACK - (Registered Manager and Nominated Individual)**

A training and preparation pack to help you prepare for your final CQC registration assessment including:

- Guide for the registered manager role.
- Guide for nominated individual role.
- Job description for the registered manager role
- Job description for the nominated individual role

- Job description for the joint registered manager and nominated individual.
- A simple summary of all the Health and Social Care Act / CQC regulations with links
- Our comprehensive premises guide for that site inspection
- Video tour of home office visit guide
- Video tour of clinical space guide
- Our inspection typical questions guidance and prompts to support your research. (These do not come with “real time answers” just “consideration,” as every provider is very different, so we bespoke our interviews when we join you live on teams at the final meeting)

➤ **Training and Review Pack £149.00**

**Mock Interview Practice Session and Final Assessment Document Support (RM and NI Combined) £399**

➤ **Buy both for £499.**

**Our standard consultancy rate for any additional works outside our packages is**

- **£85 per hour or**
- **£75 per hour if you have purchased a registration bundle from us.**

## **5. COMBINATION DISCOUNTS**

- **Buy any 2 Support packs in full      7.5% overall discount**
- **Buy any 3 Support packs in full      10% overall discount**
- **Buy all 4 Support packs in full      15% overall discount**