


# NOTIFICATIONS

<b>VERSION No</b>	2	
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<b>NUMBER OF PAGES</b>	2	

## Policy statement

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to its notification requirements. Notifications are changes, events or incidents that must be notified to the Care Quality Commission (CQC). There are several different types for different types of service.

## The Policy

The aim of the policy is to ensure that all relevant notifications are completed in the appropriate format and timescale as required by the Care Quality Commission (CQC).

## Statutory Notifications

The CQC regularly updates and amends the electronic system of notifications. These notifications and their purpose are made clear in the Guidance issued by the CQC. See Statutory Notification Guidance for Registered providers and managers of Adult Social Care

A regular check of the CQC website is undertaken in order to ensure that we are fully compliant and up to date with all Statutory Notification requirements and guidance. It is the registered manager's responsibility to ensure that Statutory Notifications have been sent to CQC within the required time scale.

All staff involved in the completion of the Statutory Notification records will be trained and made aware of the importance of the documents and their timely return to the CQC. All notifications are completed by the registered manager, except for the 'Notification of the death of a person who uses the service' which is jointly made by the RGN in charge during the time the death occurring and the admin assistant. The home is required to complete the following Notifications as and when appropriate:

### Other changes for Provider

- ☞ Notification of a change to your provider name
- ☞ Notification of a change to your provider contact details
- ☞ Notification of the appointment of a nominated individual
- ☞ Notification of changes to your statement of purpose

### Your details (*i.e. when married*)

- ☞ Notification of a change to your name

### Regulated activities

- ☞ Notification of a provider stopping regulated activities

### Registered managers

- ☞ Notification of a change to your registered managers

### Notifications of events and incidents

- ☞ Notification of the death of a person who uses the service
- ☞ Notification of deprivation of liberty application (*after the SB has made a decision*)
- ☞ Notification of events that stop the service running safely and properly
- ☞ Notification of a serious injury to a person who uses the service
- ☞ Notification of abuse or allegations of abuse concerning a person using the service
- ☞ Notification of an incident reported to the police

## Training Statement

All senior staff and managers involved in Statutory Notifications will be trained as required. All staff will be made aware of the CQC Notification requirements.

*Related policies*  
*Duty of Candour*  
*Good Governance*