TOP TIPS FOR YOUR CQC INTERVIEW

As a starting point you must be familiar with the regulated activities you seek to provide. These will be on your application and your statement of purpose. You should familiarise yourself with your statement of purpose before the interview and have a copy of it with you at the interview in case of any queries.

The 5 key questions are easy to remember using the acronym SCREW for Safe, Caring, Responsive, Effective and Well Led. There are 34 quality statements of which 16 are within the well led and safe questions so familiarise yourself with how you said you would meet these in your registration application. Cross reference what you said you would do to make sure you either have done those things or have plans in pace to do so.

You should familiarise yourself with the Health and Social Care Act 2008, 2012, & 2014 and the regulations. They will as you about **Regulation 5: Fit and proper persons: directors** and **Regulation 7: Requirements relating to registered managers,** so it is important you are aware of your responsibilities as the Registered Manager. Think about the special skills and qualities that you have to fulfil your role as a registered manager. This could be being a qualified person, or you may have a management qualification. You will need to demonstrate that you understand your legal obligations to comply with the regulations as set out in the essential standards. Be clear about what was said in your application about your current compliance status and be ready to discuss any action plans with the interviewer.

One of your main responsibilities as a registered manager is to notify the CQC of any serious events that happen within the service such as death or serious injury to a patient or staff member within the service; allegations of, or actual abuse of a patient; planned or unplanned prolonged absence of the registered manager and key changes at the service such as an owner, partner or director leaving the service.

If you would like further guidance, we can provide pre interview support to help the process go smoothly.