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**OPTIMUM RESOURCE LIST FOR REGISTERED MANAGERS**

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| **National Living Wage** | | | |
| 1 | Government policy document | Department for Business Innovation and Skills | <https://www.gov.uk/government/publications/national-living-wage-nlw/national-living-wage-nlw> |
| **New CQC Regulatory and Inspection Regime** | | | |
| 2 | Overview of guidance for Adult Social Care Providers | CQC | <http://www.cqc.org.uk/content/adult-social-care-providers> |
| 3 | Guidance on Meeting the Regulations | CQC | <http://www.cqc.org.uk/sites/default/files/20150324_guidance_providers_meeting_regulations_01.pdf> |
| 4 | How CQC inspect and regulate | CQC | <http://www.cqc.org.uk/content/how-we-inspect-and-regulate-guide-providers> |
| 5 | Tools to help Managers meet the KLOEs | CQC and partners | <http://www.careimprovementworks.org.uk/> |
| **MCA and DOLS** | | | |
| 6 | Mental Capacity Act (MCA) Resources | SCIE | <http://www.scie.org.uk/publications/mca/index.asp> |
| 7 | Mental Capacity Act (MCA) Resource – Deprivation of Liberty Safeguards | SCIE | <http://www.scie.org.uk/publications/ataglance/ataglance43.asp> |
|  | **Safeguarding** | | |
| 8 | Safeguarding resources | SCIE | <http://www.scie.org.uk/adults/safeguarding/> |
|  | **Staffing models and guidance** | | |
| 9 | Guidance for employers on Staffing | CQC – Regulation 18 | <https://www.cqc.org.uk/content/regulation-18-staffing#guidance-links> |
| 10 | Care Home Staffing Model (CHSM) | ISD Scotland | <http://www.isdscotland.org/Health-Topics/Health-and-Social-Community-Care/Care-Homes/Staffing-Model/> |
|  | **Recruitment** | | |
| 11 | Finding and keeping workers | Skills for Care | <http://www.skillsforcare.org.uk/Finding-and-keeping-workers/Finding-and-keeping-workers.aspx> |
| 12 | Recruitment, selection and employment information for employers booklet | Optimum Workforce Leadership | <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/practicalbusinesssolutions/recruitment/> |
|  | **Care Certificate** | | |
| 13 | Workbook, presentations and resources | Skills for Care | <http://www.skillsforcare.org.uk/Standards/Care-Certificate/Care-Certificate.aspx> |

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| 14 | Assessment licenses | Optimum Workforce Leadership | <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/workforceprofessionaldevelopment/trainingneeds/> |
| **Workforce Development Fund** | | | |
| 15 | Partnership declaration form and documents | Skills for Care | <http://www.skillsforcare.org.uk/Funding/Workforce-Development-Fund/Workforce-Development-Fund.aspx> |
| 16 | Partnership declaration form for WDF through Optimum’s partnership | Optimum Workforce Leadership | <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/membership/> |
| **Competence** | | | |
| 17 | Assessment licences on a variety of workforce development needs | Optimum Workforce Development | <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/workforceprofessionaldevelopment/trainingneeds/> |
| 18 | Top-Tips competence assessment statements | Optimum Workforce Leadership | Please email [istraining@nottscc.gov.uk](mailto:istraining@nottscc.gov.uk) for an electronic version of these statements |
| 19 | Moving and Handling (For in-house trainer assessors) | Optimum Workforce Leadership | <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/workforceprofessionaldevelopment/meetingyourneeds/competenceframeworks/> |
| 20 | Medicines Management (For in-house Trainer Assessors) | Optimum Workforce Leadership | <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/workforceprofessionaldevelopment/meetingyourneeds/competenceframeworks/> |
| **Workforce Development Opportunities** | | | |
| 21 | Training, Learning and CPD for Health and Care | SCIE | <http://www.scie.org.uk/training/index.asp> |
| 22 | Skills for the social care workforce | Skills for Care | <http://www.skillsforcare.org.uk/Skills/Skills.aspx> |
| 23 | Learning and Development Programme | Optimum Workforce Leadership | <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/workforceprofessionaldevelopment/meetingyourneeds/trainingprogramme/> |
| 24 | Coaching | Optimum Workforce Leadership | <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/workforceprofessionaldevelopment/meetingyourneeds/coaching/> |
| 25 | Social Care Information Learning Service (SCILS) | Optimum Workforce Leadership | <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/workforceprofessionaldevelopment/meetingyourneeds/scils/> |
| 26 | Aged Care Channel TV | Optimum Workforce Leadership | <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/workforceprofessionaldevelopment/meetingyourneeds/flexible-learning-programme-through-aged-care-channel-tv/> |