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Clinical Governance Practice Self Assessment Tool (CGPSAT) 2015/17

Checklist

Published by: Public Health Wales, Primary Care Quality

Date: May 2015

Version: 2

Status: Final

Intended Audience: General Medical Practices completing the CGPSAT in 2015/17

Purpose and Summary of document:

This short document is for use with the on-line Clinical Governance Practice Self Assessment Tool (CGPSAT) and should be read in conjunction with the Tutorial and the other background information available on the PCOne website.

This document provides

- A checklist to help you keep a note of which matrices you have completed

This checklist will help you keep a note of the matrices you have completed.

Health and Care Standard	Matrix	Completed levels question	Completed notes for Practice Development Plan
Governance, Leadership & Accountability	1. Leadership & planning		
	2. Personal clinical performance		
Health Promotion, Protection & Improvement	3. Patients' involvement in their own care - shared decision		
	4. Health risk factors		
	5. Carers' needs		
	6. Planning future services		
Managing Risk & Promoting Health & Safety	7. Practice policy development		
	8. Policy implementation		
	9. Risk identification & assessment		
	10. Managing risk, clinical & non-clinical		
	11. Business partnership risk		
	12. Staff health and wellbeing		
	13. Patient flow		
	14. Clinical rooms		
	15. Cleaning of practice premises		
	16. Responding to significant health emergencies (global, national or & local)		
Preventing Pressure & Tissue Damage	No matrix		
Falls prevention	No matrix		
Infection Prevention, Control & Decontamination	17. Infection control		
	18. Waste management		
	19. Blood borne viruses		
Nutrition and Hydration	No matrix		
Medicines Management	20. Prescribing systems		
	21. Appropriate prescribing		
	22. Antimicrobial stewardship		
Safeguarding Children & Safeguarding Adults at Risk	23. Safeguarding children		
	24. Safeguarding vulnerable adults		
Blood Management	No matrix		
Medical Devices, Equipment and Diagnostic Systems	No matrix		
Safe & Clinically Effective Care	25. Patient safety alerts & reporting		

	26. Significant events		
	27. Emergency drugs & equipment		
	28. Implementing best practice		
Communicating Effectively	29. Internal communication systems		
	30. Receipt of incoming patient care information		
Quality Improvement, Research & Innovation	31. Research governance (questions)		
	32. Quality improvement activity		
Information Management & Communications Technology	33. Information governance assurance (question)		
Record Keeping	34. Standardised data entry		
Dignified Care	35. Chaperone		
Patient Information	36. Information for patients		
	37. Consent for clinical examination & treatment		
Timely Access	38. Access to consultations		
	39. Referrals at practice level		
Planning Care to Promote Independence	No matrix		
People's Rights	40. Access to services		
	41. Equality, Human Rights & Welsh Language Governance		
Listening & Learning from Feedback	42. Patient & user feedback		
	43. Managing concerns raised by patients & complaints (Putting Things Right legislation)		
	44. Raising concerns		
Workforce	45. Ensuring skills & competency		
	46. Recruitment of staff		
	47. Workforce training & organisational development		
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