A­ practical resource to help principal social workers prepare for CQC assessment

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# Reflective worksheet 2: Structuring your thoughts and responses

| Question  | Notes  | Actions |
| --- | --- | --- |
| What is our policy, strategy and or ambition? |  |  |
| What is our policy, strategy and or ambition for X?What am I most proud of? How close or far away are we from achieving the ambition? What is my role within it?  |  |  |
| What happens in practice?  |  |  |
| What do we/I do? How does it work here? What does performance data tell us? How is risk managed? How are decisions made? How are staff supported? How confident am I in the consistency and quality of practice? What impact am I having in my role?  |  |  |
| What impact is it having on people’s lives and how do you know? |  |  |
| What do people say? What do front line staff say? What do partners say? What does the insight tell us? Are there any over/underrepresented groups? Do we have data on who is accessing support? Do we have any case studies? Is there any information I need to look at / could start gathering?How does the organisation/do I act on feedback?  |  |  |
| What are the pressures and challenges? |  |  |
| What are the main pressures and challenges? What is the impact? How are pressures and challenges being managed? What am I doing to help manage pressures and challenges?  |  |  |
| What are the plans for improvement? |  |  |
| What are our plans for improvement? Who is involved? Who is doing what, when and how? How are plans communicated and updated? Which aspects am I responsible for? |  |  |
| Other considerations  |  |  |
| Are there any key points I would like to make about co-production, EDI, technology, workforce (for example wellbeing of staff). Anything else? |  |  |