

How to use Governance and Leadership Checklist

This checklist covers the key principles outlined in the HSE Disability Community Services: Intellectual Disability Residential Services: Governance Structure Framework (2018)

The series of practical statements are grouped under the 6 drivers for improving quality as outlined in the HSE Framework for Improving Quality in our Health Service (2016)

It is recommended that this Checklist is completed and discussed by the Allocated Service Management Group at least annually, and more often if required.

Each statement should be discussed and answered at the Allocated Service Management Meeting

The statements describe the structures and processes required under the Governance and Leadership structures and asks for evidence of them

In preparation for completing the check, reference should be made to the principles for clinical governance development & the matrix (see www.hse.ie/go/clinicalgovernance) that underpin the clinical governance assurance check.

For each section:

Answer Yes or No to the questions provided

Where a statement is checked as 'structure/process established and working effectively',

The next question to be answered is:

- 'how do we know', and
- 'where is the evidence' that the structure/processes are in place and effective

Where a statement is checked as 'structure/process under development... or no structure/process in place for this

The next step is to:

- complete the action plan

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