General Practice - Good Governance Planner 2024

Weekly Tasks

Area	Jan 1	Jan 8	Jan 15	Jan 22	Jan 29	Feb 5	Feb 12	Feb 19	Feb 26	Mar 4	Mar 11	Mar 18	Mar 25	Apr 1	Apr 8	Apr 15	Apr 22	Apr 29	May 6	May 13	May 20	May 27	Jun 3	Jun 10	Jun 17	Jun 24	Jul 1	Jul 8	Jul 15	Jul 22	Jul 29	Aug 5	Aug 12	Aug 19	Aug 26	Sep 2	Sep 9	Sep 16	Sep 23	Sep 30	Oct 7	Oct 14	Oct 21	Oct 28	Nov 4	Nov 11	Nov 18	Nov 25	Dec 2	Dec 9	Dec 16	Dec 23	Dec 30
Capacity Tracker Updates																																																					
Clinical Waste Limit Check																																																					
COVID Vaccine Updates																																																					
CQC Provider Portal Check																																																					
Finance, Payments and Accounts																																																					
Fire Alarm System Check																																																					
Fridge Data Loggers																																																					
Health and Safety Checks																																																					
Incidents/Accidents Review																																																					
Safety Alerts																																																					
Spot Checks (e.g. Data Protection)																																																					
Staff availability/AL/rota																																																					
Waste Transfer Notes																																																					
Water Temperature Check																																																					

Evidence Tracker: W E R C S

Monthly Tasks

Area	J	F	M	A	M	J	J	A	S	O	N	D
Appraisal Review/PDP Checks												
Audits Review												
Cleaning Audit												
CQC Compliance Review												
Emergency Equipment Check												
Emergency Drugs Check												
Emergency Lighting Check												
External Lighting												
Fire Extinguisher Check												
Friends and Family Test (FFT)												
H&S/Accident/RIDDOR Review												
Infection Control Review												
Inland Revenue Submission												
LMC Updates												
Monthly Claims (CQRS)												
National Workforce Return												
Payroll/Pension/P45/ Staff Claim												
Practice Meetings and Actions												
Prescriptions to PPA												
Probation Reviews												
Safeguarding File Review												
Staff File Review												
Staff Meeting and Actions												
Staff Training Plans Review												
Staff Wellbeing Reviews												
Supervision Checks												
Update Training Matrix												
Wheelchair Check												

Evidence Tracker: W E R C S

Quarterly Tasks

Area	Jan – Mar	Apr – Jun	Jul – Sep	Oct - Dec
Complaints Review				
Finance Review (VAT Return)				
Frailty Register Review				
Infection Control Audit				
Palliative Care Register Review				
QOF Targets Review				
Quarterly Claims				
Safeguarding Registers Review				
SEA/Incident Review				

Evidence Tracker: W E R C S

Annual Tasks / Certificates

Area	Due	Completed
Air Conditioner Service		
Clinical Waste Declaration		
Electrical Installation Certificate (5 Yearly)		
Emergency Lighting Certificate		
Fire Equipment Certificate		
Fridge Calibration Certificates		
Fire Detection and Alarm Certificate		
Gas Safety Certificate		
ICO Registration		
Legionella Water Test Certificate		
Medical Equipment Calibration		
Portable Appliance Testing (PAT) Certificate		
PPL PRS Licence		
Public Liability Insurance		
Water Hygiene Certificate (Legionella)		

Evidence Tracker: W E R C S

Quality Compliance Systems
an RLDatix company

Six Monthly Tasks

Area	Due	Complete	Due	Complete
Annual Quality Assurance				
Business/Business Development Plan				
Business Continuity Plan				
DBS Review				
Fire Drill/Emergency Evacuation				
GMC/NMC/GPhC Registration Checks				
Patient Capitation Review				
Privacy Curtains Check				
Register of Declarations of Interest				

Evidence Tracker: W E R C S

Additional Annual Tasks

Area	Task	Completed
Appraisals/Revalidation		
COSHH Assessments		
CQC Mock Inspection		
DBS Risk Assessment		
Drivers' Licence Checks		
eDec/DSP Toolkit/DSQS		
Environmental Sustainability Checks		
General Risk Assessments		
Patient Surveys		
Practice Leaflet Review		
Staff Surveys		
Statement of Purpose Review		

Evidence Tracker: W E R C S

Single Assessment Framework Evidence Tracker				
Well-Led	Effective	Responsive	Caring	Safe

UK Bank Holidays 2024

England and Wales	1st Jan	.	.	.	29th Mar	1st Apr	6th May	27th May	.	.	26th Aug	.	.	25th Dec	26th Dec
Scotland	1st Jan	2nd Jan	.	.	29th Mar	.	6th May	27th May	.	5th Aug	.		2nd Dec	25th Dec	26th Dec
Northern Ireland	1st Jan	.	17th Mar	18th Mar	29th Mar	1st Apr	6th May	27th May	12 Jul	.	26th Aug	.	.	25th Dec	26th Dec

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