

Competency Evidence Log – Senior Residential Manager

Name of Staff member: M. Manager of Residential Home

Competencies to be achieved: 7 – 11 (plus core values)

Name and role of person gathering evidence: Senior Manager

Core Value/Competency	Demonstration or Evidence of competency and date (taken place within the previous six months)	Additional comments/Notes
Understanding dignity, respect and human rights	M observed and upheld a resident's right to choose their clothes despite family feeling that it was inappropriate.	
Engaging in a positive approach	M worked closely with the local CQC inspector during the most recent inspection	
7. Considering incidents and disclosures that meet safeguarding adults criteria, risk assessing and alerting as appropriate	2/10/15 Phone call from M regarding a service user. Family member alleging abuse and neglect	Report to be written. Manager went through concerns.
10 Understanding the importance of recording and documenting all information appropriate to any allegation and investigation in accordance with the local policy and procedure and relevant internal guidance. 11 Understanding the principles of information sharing in accordance with local policy and procedure, relevant legislation and relevant internal guidance	3/10/15 Detailed report regarding allegation. Contacted relevant agencies i.e. CQC/Contracts/Senior Manager.	M updated to say she had contacted CQC.
8 Knowing how to support staff and people when they report concerns of abuse, or are alleged to have committed abuse, as appropriate	3/10/15 Interview with relevant staff carried out by M in a professional manner.	M observed at handovers reassuring staff.

Core Value/Competency	Demonstration or Evidence of competency and date (taken place within the previous six months)	Additional comments/Notes
9.Undertaking their role in the multi-agency safeguarding adults process, including as appropriate delegated tasks identified by the Local Authority	3/10/15 Interview with residents daughter carried out by M in a professional manner	
7.Considering incidents and disclosures that meet safeguarding adults criteria, risk assessing and alerting as appropriate	M went through alleged abuse; steps put in place included Risk Assessment, improved documentation, and recording.	
11 Understanding the principles of information sharing in accordance with local policy and procedure, relevant legislation and relevant internal guidance	2/11/15 Staff meeting around Safeguarding. Policies and Procedures discussed include whistle-blowing.	M gave update on incident 27/11/14
1 – 6	24/11/15 Observed training delivered by M in Safeguarding Refresher; competencies 1 – 6 covered feedback, evaluation forms, demonstrated a high level of understanding by staff group.	All documentation signed, and dated.