



Staffing and Staff Management Governance Matrix

You can use this matrix as a guide and checklist to help you with your Governance framework. There are lots of useful documents and information within the Active Hospital Toolkit to assist you in planning and developing your Governance framework.

Activity	CQC domain	Resources	Examples
Recruitment	Safe, well led	Description of Banding and salary scales	Job descriptions for all staff Person specifications for all staff (with desirables and essentials)
Induction	Safe, well led, caring	Induction packs	Induction packs
Training	Safe, effective	Mandatory training Moving Medicine training	Prescribing movement resources Active Conversation course
Education	Safe, effective	Desirable education events Conferences and courses	Education governance section
Mentorship	Well led	Role of a mentor	Local mentor structure
Appraisal	Well led, effective	Components of an appraisal	Appraisal template
Leadership development	Well led, effective	Leadership training for lead consultant and physio	