**PIR Evidence Checklist**

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| **Date PIR due:** |  |
| **PIR Completed By:** |  |
| **PIR Submission Date:** |  |

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|  | |  | | Comments |
| 1. | **PIR** |  |  |  |
|  |  | 1.1 | Have you read the CQC guidance document? |  |
|  |  | 1.2 | Have all mandatory questions been completed? |  |
|  |  | 1.3 | Have you checked the 500-word limit on each question has been achieved, where applicable? |  |
|  |  | 1.4 | Has a copy of the PIR been saved for future requests? |  |
|  |  | 1.5 | Do your responses focus on the impact on service users? |  |
|  |  | 1.6 | Are your responses clear, simple and reflect the current situation? |  |
|  |  | 1.7 | Are all numerical questions accurate at the time of completing the PIR? |  |
|  |  |  |  |  |
| 2. | **Themes** |  |  |  |
|  |  | 2.1 | Have all required theme areas been completed? |  |
|  |  | 2.2 | Have you involved colleagues that have the most knowledge in that theme area? |  |
|  |  | 2.3 | Have you provided examples of what has been completed and what is planned? |  |
|  |  | 2.4 | For any changes planned, have you identified what needs to be done and by when? |  |
|  |  | 2.5 | Have you provided the most important information first? |  |
|  |  | 2.6 | Are all planned changes realistic to company achievements? |  |
|  |  | 2.7 | Were all listed accreditations and awards achieved over the last year? |  |
|  |  | 2.8 | Are key areas documented in the ‘anything else’ section, evidence of what you do well? |  |

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| **Checklist Completed By:** |  |
| **Signature:** |  |
| **Date:** |  |