**OVERALL SUMMARY OF QUALITY AND DIP SAMPLES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dip sample theme/scope** |  | | | |
| **Date (s) of sample exercise** |  | | | |
| **Undertaken by**  *(Name and job title)* |  | | | |
| **Cases sampled**  *(mosaic ID numbers only)* |  | | | |
| **Summary of findings** | | | | |
|  | | | | |
| **Any learning identified to be shared more widely?**  *(to include areas for development as well as areas identified of good practice)* | | | | |
|  | | | | |
| **Overall grade**  *(Manager undertaking Dip Sample to form a view and tick relevant judgement)* | **Inadequate** | **Requires Improvement** | **Good** | **Outstanding** |
|  |  |  |  |

Please return completed form to: [QAPaudits@dorsetcouncil.gov.uk](mailto:QAPaudits@dorsetcouncil.gov.uk)

**Where remedial action or examples of good practice are identified in the quality sample exercise, the manager undertaking the Quality and Dip Sample should:**

* Complete the **Quality/Dip Sample Case Tool.**
* Attach the completed Quality/Dip Sample Case Tool to mosaic.
* Contact the relevant Manager and draw their attention to it to advise of outcome.
* Consider if a KLOE is required or existing KLOE needs updating to ensure key messages are escalated.