

OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	*	*	*	✓

A12 ADMINISTRATION TASKS

POLICY

To ensure administration staff are fully aware of the tasks for the day.

PROCEDURE

1. The managers / supervisor must complete the task sheet prior to the administrators arrival.
2. This form must be kept in a file / folder clearly marked Administration Tasks, with any corresponding paperwork relating to the task.
3. On arrival the administrator must review the tasks, clarify the priority points and by when.
4. It is the responsibility of the administrator to update the task sheet with the progress and completion of the task for that day. This must be signed and dated. Return the task sheet and any completed paperwork to the administration task file / folder.
5. The administration sheets maybe referred to in supervision therefore they must be kept in the back of the file / folder until the administrator's appraisal is completed.
6. The manager / supervisor must review the tasks at least monthly to ensure tasks have been progressed or completed.
7. It is the manager's responsibility to ensure the resources are available for the administrator.

Date	23/08/10						Issue date
Amendment	1						10/12/08 P&P