COMMUNITY BASED ASSESSMENT CENTRE – POSITION CHECKLIST

CBAC Manager

**Reports to:**

* Primary Care Coordinator
* CBAC Nursing Leader and Clinical Leader

**Responsible for:**

* Ensuring rostered level of CBAC administration staff (in conjunction with PCCR Personnel) is appropriate to give a clinically safe level of support.
* Overall supervision of administration, security, cleaning and catering staff in CBAC
* Developing guidelines (in collaboration with Administration Team Leaders) for managing:
  + Collection of correct patient information and demographics into the CBAC electronic data system
  + Input of patient clinical notes.
  + Faxing clinical notes to patient’s doctor.
  + Faxing prescriptions and mailing original prescriptions to pharmacies.
* Orientation of administration staff and dissemination to returning staff of any changes in guidelines
* In collaboration with CBAC Nursing Leader ensuring clinical equipment, consumerables and pharmaceutical supplies are maintained
* Ensuring all administration and security staff are working within the recommended infection control guidelines.

**Specific Duties:**

* Provide leadership to the administration team
* Review daily administration roster to ensure safe and appropriate levels of staff per shift
* Attend PCCR daily meeting as CBAC representative and report all pertinent information to CBAC Clinical Leader team.
* Daily stocktake and ordering of consumables and equipment.
* Daily stocktake of pharmaceuticals with orders being placed daily in conjunction with PCCR Pharmacy.
* Maintaining minimum stock levels of consumables to ensure CABC Health & Safety are not compromised.
* Ensure all administration staff are updated on relevant clinical and Intel information