



MANAGEMENT FOR
QUALITY IN
HEALTHCARE SERVICES

CARE HOMES - PEOPLE WITH DRUG & ALCOHOL MISUSE PROBLEMS

Market - UK

Page 1-1

INDEX OF FORMS

Version 4.0 Last Up-dated 01 March 2008 ©GMP Systems, Year 2008

Form Title / Description
No:

1. BUSINESS MANAGEMENT

- 14-1-01 Local Emergency Services
- 14-1-02 List of Useful Addresses
- 14-1-03 Register of Suppliers & Contractors
- 14-1-04 Visitor Log
- 14-1-05 Employee Specification (*master form*)
 - 14-1-05-A Employee Specification - *Home Manager*
 - 14-1-05-B Employee Specification - *Senior Team Member*
 - 14-1-05-C Employee Specification - *Team Member*
 - 14-1-05-D Employee Specification - *Cook*
 - 14-1-05-E Employee Specification - *Housekeeper (Domestic Staff)*
 - 14-1-05-F Employee Specification - *Activities Co-ordinator*
- 14-1-06 Job Application
- 14-1-07 Interview Record
- 14-1-08 Equal Opportunities & Diversity Monitoring Form - *Job Applicants*
- 14-1-09 Job Applicant Reference Report
- 14-1-10 Reference Report - Notice to Decline
- 14-1-11 Employee Verification Record
- 14-1-12 Job Applicant Summary
- 14-1-13 Job Applicant - *Short-Listing Summary*
- 14-1-14 Contract of Employment
- 14-1-15 Induction Training Plan & Record
- 14-1-16 Staff Training Courses & Modules
- 14-1-17 Staff Policy Awareness
- 14-1-18 Appraisal of External Training Course
- 14-1-19 Staff Skill Mix Profile
- 14-1-20 Staff Performance Appraisal
- 14-1-21 Employee Disciplinary Warning
- 14-1-22 Employee Portfolio
- 14-1-23 Staff Leave & Absence Record
- 14-1-24 Staff Duty Rota
- 14-1-25 Register of Competent Persons
- 14-1-26 Employee Exit Interview
- 14-1-27 Records Log
- 14-1-28 Log of Archived Records
- 14-1-29 Purchase Order
- 14-1-30 Staff Sickness Self-Certification (*Absence due to Sickness*)
- 14-1-31 Holiday Request
- 14-1-32 Staff Supervision Record
- 14-1-33 Risk Assessment - *Pregnant Staff Member*