



MANAGEMENT FOR
QUALITY IN
HEALTHCARE SERVICES

Market: UK

Authorised: _____

Date: _____

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JOB DESCRIPTION - **MANAGER**

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JOB TITLE: Manager of the Day Centre

ACCOUNTABLE TO: Directors / Shareholders (as appropriate - possibly not relevant for individually-owned Centres)

RESPONSIBILITIES:

1. To ensure overall compliance of the Centre to appropriate legislative and regulatory standards. To ensure compliance with appropriate Health & Safety, C.O.S.H.H., Fire, and Fair Employment / Equal Opportunities Legislation.
2. To keep abreast of all new Legislation, Regulations and Registration Authority Guidelines, and to ensure the effective communication of the same to all staff. To amend policies and procedures, or to produce new documents as may be required through changes or up-dates in such legislative and regulatory standards.
3. To ensure the smooth operation of the Centre's Quality Management System through appropriate Self-Assessments; to ensure that Quality Certification Standards are maintained.
4. To attend staff meetings where appropriate, and to plan, organise and conduct Quality Management Review Meetings at agreed intervals in accordance with Quality requirements.
5. To set out disciplinary rules in consultation with senior staff and to ensure that such rules are applied consistently and fairly to all employees.
6. To ensure that the fabric of the Centre, and all attendant installations, equipment and appliances are maintained to the highest order in accordance with Health & Safety requirements.
7. To arrange planned maintenance / servicing / calibration, as appropriate , and / or repair of installations, equipment and appliances.
8. To maintain all insurance policies relating to the Centre and service users.
9. To maintain the List of Preferred Suppliers and Service Sub-Contractors to the Centre, and to ensure that this list is regularly reviewed through the Quality Management Review Meetings.
10. To monitor stock levels of consumables and to order / purchase / procure items as may be required.
11. To calculate staff wages, attend to PAYE and NI contributions, and issue payments to staff at the agreed times in accordance with Staff Contracts of Employment.
12. To attend to all mail addressed to the Centre, and to carry out general office duties as may be required.
13. To maintain account ledgers and cash books as required in law, monitor and control cash-flow, and maintain profitability of the Centre.
14. To be responsible for recruitment and retention of staff.
15. To undertake good and effective communications with all staff, service users and relatives.
16. To ensure the involved commitment, motivation and flexibility of staff through proper organisation, leadership, job deployment and appropriate skill mix.