FRONTLINE MANAGERS - FAST FACTS

These In-services are designed to assist and support our frontline managers and supporting managers with their roles and responsibilities in relation to core operational functions and where to access resources easily.

30 minute In-Services ● Fast Facts Sheets

IN-SERVICE 1: INTRODUCTION & SYSTEMS OVERVIEW

1 i) Example of Manager’s Training Checklist

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<th>Module</th>
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**Finance**
- Finance report
- FAMMIS releasing
- Ordermax ordering/releasing
- Petty cash
- Staff expenses claims
- Budget build process
- Activity Based Funding
- DSS

**Leave**
- Paid leave (Annual leave, bereavement leave, carer’s leave, court/jury leave, long service leave, parental leave, PDL, SARAS, special leave)
- Leave no pay
- Leave reports

**Operational**
- Compliments and complaints and incidents (RiskMan)
- Creating and modifying positions
- Mandatory training
- Performance management and supervision
- Staff change of details form
- ABC responsibilities (Allied Health)
- Workers compensation
- Procurement
- Asset stocktake and maintenance
- Scorecard
- Skill mix

**Payroll**
- Position Occupancy report
- Published roster
- Workbrain

**Recruitment**
- Forms
- Online request to fill
- Policies and guidelines
- Writing a role description
- Role evaluation process
- Separation
- Springboard
- Selection process

**New starter**
- EMF vs Commencement form
- HBCIS access form
- ID badge
- Signature block
- Induction and orientation
- Trendcare/Metavision/Generic email access

**Project management/Funding bids**
- Planning service expansion
- Costing
- Identifying service gaps and targeting HHS priorities
- How bids are prioritised
- Templates (concept briefs, project plans)
- Finance
- Business analysis
- Guidelines/benchmarking/minimum requirements
- SEED & LINK
- Research grants (HP, AHPOQ, SPA, TPCHF)
- Managing project cost centres
- Outcome measurement
- Timeframes
- Infrastructure/procurement

**Outpatient processes**
- PAAS
- Clinic establishment and maintenance
- Reporting
- Administration processes
- Monitoring wait lists, FTA rates, cancellations

**Health Round Table**
- Process
- Signing up
- Reports available
- Data analysis

**Meetings**
- Community of Practice, LISP, Healthy Hearing, Audiology Governance

**Escalation to ED**
- SBAR template

**Clinical Education**
- Student payments
- CESO role
- Reporting of clinical education days

**Accreditation**
- New NSQHS standards
- Documentation of evidence
- Clinical audits