Logiqc Business Rules – Managing Delegations

# **Registers supporting the governance framework**

*Text in italics in the table is provided as an example only.*

Documents Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Document type** | **Document Manager** | **Document Owner** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If document is a policy or procedure and relates to governance | *Corporate Services Manager* | *CEO* | *Corporate Governance* | *Executive Management Team* | *Executive Team Meeting* |
| If document is a policy or procedure and relates to clinical / service provision |  |  |  | *Clinic Team* | *Medical Advisory Committee* |
| If document is a policy or procedure and relates to finance |  |  |  | *Finance Team/ EMT* |  |
| If document is a policy or procedure and relates to HR |  |  |  |  |  |
| If document is a policy or procedure and relates to WHS |  |  |  |  |  |
| If document is a policy or procedure and relates to infection prevention and control |  |  |  |  |  |
| If document is a policy or procedure and relates to programs |  |  |  |  |  |
| If document is a policy or procedure and relates to ICT |  |  |  |  |  |
| If document is a policy or procedure and relates to other |  |  |  |  |  |
| If document is a non-policy and procedure e.g. form, template, guideline, work instruction | *Respective manger* | *Respective executive manager* | *Respective work area* |  | *Respective team meeting* |

Suppliers Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supplier type** | **Supplier Manager** | **Supplier Owner** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If supplier relates to HR |  |  |  |  |  |
| If supplier relates to clinical / service provision | *Senior Medical Officer* | *CEO* | *Respective business area the supplier provides services to* | *Clinical team/ Finance/ EMT* | *Executive Team Meeting* |
| If supplier relates to corporate services |  |  |  |  |  |
| If supplier relates to governance |  |  |  |  |  |

Contracts Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contract type** | **Contract Manager** | **Contact Owner** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting (for monitoring)** |
|  | (Manager will assign to another Manager / CEO, if required) |  |  |  | (Manager will assign to another meeting, if required) |
| If contract relates to a funding agreement | *Corporate Services Manager* | *CEO* | *Respective business area the contract relates to* | *Respective team/Finance/HR/EMT* | *Executive Management Team* |
| If contract relates to employee / sub-contractor agreement |  |  | *Respective business area the employee / sub-contractor works in* |  |  |
| If contract relates equipment – clinical / service provision |  |  | *Respective clinical area the contract relates to* |  |  |
| If contract relates equipment – non-clinical |  |  | *Equipment* |  |  |
| If contract relates to partnership |  |  | *Respective business area the partnership relates to* |  |  |
| If contract relates to MOU |  |  | *Respective business area the MOU relates to* |  |  |
| If contract relates to SLA |  |  | *Respective SLA area the contract relates to* |  |  |
| If contract relates to other |  |  | *Respective business area the contract relates to* |  |  |

Assets Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Asset type** | **Asset Manager** | **Asset Owner** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If asset relates to Furniture and fixtures |  |  |  |  |  |
| If asset relates to equipment | *Senior Medical Officer* | *CEO* | *Respective business area the supplier provides services to* |  | *Executive Team Meeting* |
| If asset relates to ICT |  |  |  |  |  |
| If asset relates to vehicles |  |  |  |  |  |
| If asset relates to machinery |  |  |  |  |  |
| If asset relates to medical equipment |  |  |  |  |  |

Risk Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk category** | **Risk Manager** | **Risk Owner** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting (for monitoring)** |
|  | (Manager will assign to another Manager / CEO, if required) |  |  |  | (Manager will assign to another meeting, if required) |
| If the risk category is business continuity |  |  |  |  |  |
| If the risk category is client safety |  |  |  |  |  |
| If the risk category is collaborative partnerships |  |  |  |  |  |
| If the risk category is financial |  |  |  |  |  |
| If the risk category is human resources / personnel | *HRM* | *CEO* | *HR* |  | *Executive Management Team* |
| If the risk category is inventory |  |  |  |  |  |
| If the risk category is legal |  |  |  |  |  |
| If the risk category is management |  |  |  |  |  |
| If the risk category is operations and assets |  |  |  |  |  |
| If the risk category is policy and political |  |  |  |  |  |
| If the risk category is reputation and image |  |  |  |  |  |
| If the risk category is security |  |  |  |  |  |
| If the risk category is student registrar / placement |  |  |  |  |  |
| If the risk category is technological |  |  |  |  |  |

# **Registers supporting management of scheduled tasks**

Audit Register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Audit area** | **Approving Officer** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If audit relates to clinical / service provision |  |  |  |  |
| If audit relates to program | *Respective program manager* | *Respective program* |  | *Respective team meeting* |
| If audit relates to WHS |  |  |  |  |
| If audit relates to HR |  |  |  |  |
| If audit relates to Finance |  |  |  |  |
| If audit relates to operational management |  |  |  |  |
| If audit relates to organisation wide |  |  |  |  |

Compliance Register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compliance area** | **Approving Officer** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If compliance relates to clinical / service provision |  |  |  |  |
| If compliance relates to program | *Respective pgm manager* | *Respective program* |  | *Respective team meeting* |
| If compliance relates to WHS |  |  |  |  |
| If compliance relates to HR |  |  |  |  |
| If compliance relates to finance |  |  |  |  |
| If compliance relates to operational management |  |  |  |  |
| If compliance relates to organisation wide |  |  |  |  |

Maintenance Register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Maintenance area** | **Approving Officer** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If maintenance tasks relate to inspections and preventative maintenance |  |  |  |  |
| If maintenance task relates to vehicle servicing | *Respective pgm manager* | *Respective program* |  | *Respective team meeting* |
| If maintenance task relates to calibration of equipment |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Licensing Register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Licence area** | **Approving Officer** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If licence/registration check relates to staff |  | *Respective business area the staff member works in* |  | *Respective team meeting the staff member attends* |
| If the licence/registration check relates to external service provider |  |  |  |  |
| If licence/registration check relates to a supplier |  |  |  |  |

Training Register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training type** | **Approving Officer** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager / CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If training relates to corporate orientation / mandatory training |  | *Respective business area the staff member works in* |  | *Respective team meeting the staff member attends* |
| If training is occupational specific |  |  |  |  |
| If training relates to management |  |  |  |  |

**Registers relating to managing events**

Feedback Register – designed for external feedback only

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Feedback type** | **Manager** | **Approving Officer** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager or CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| **External Feedback - Complaints** | | | | | |
| If complaint relates to clinical / service provision |  |  |  | *EMT or CEO only* |  |
| If complaint relates to programs provided | *Respective pgm manager* |  | *Respective program* |  | *Executive management team* |
| If complaint relates to other service provider |  |  |  |  |  |
| If complaint relates to funding body/purchaser |  |  |  |  |  |
| If complaint relates to external stakeholder |  |  |  |  |  |
| If complaint relates to other |  |  |  |  |  |
| **External feedback – non complaints** | | | | | |
| If feedback relates to clinical / service provision |  |  |  |  |  |
| If feedback relates to programs provided | *Respective pgm manager* |  | *Respective program* |  | *Respective team meeting* |
| If feedback relates to an external service provider |  |  |  |  |  |
| If feedback relates to funding body/purchaser |  |  |  |  |  |
| If feedback relates to an external stakeholder |  |  |  |  |  |
| If feedback relates to other |  |  |  |  |  |

Incidents Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Incident area** | **Manager** | **Approving Officer** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager or CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If incident relates to clinical / service provision |  |  |  |  |  |
| If incident relates to programs provided | *Respective program manager* |  | *Respective program the incident relates to* |  |  |
| If incident relates to WHS |  |  |  |  |  |
| If incident relates to infrastructure, equipment or asset – non-clinical |  |  |  |  |  |
| If incident relates to infrastructure, equipment or asset – clinical / service provision |  |  |  |  |  |
| If incident relates to staff |  |  |  |  |  |
| If incident relates to other |  |  |  |  |  |

Repairs Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Repairs area** | **Manager** | **Approving Officer** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager or CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If repair relates to infrastructure, equipment or assets – clinical / service provision |  |  | *Clinical equipment* |  |  |
| If repair relates to infrastructure, equipment or assets – non-clinical |  | *Corporate Services Manager* | *Non-clinical equipment* |  | *Corporate services meeting* |

Improvements Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Improvement area** | **Manager** | **Approving Officer** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable |  | (Manager will assign to another Manager or CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If improvement relates to clinical / service provision |  |  |  |  |  |
| If improvement relates to programs provided | *Respective program manager* |  | *Respective pgm the improvement relates to* |  | Respective team meeting |
| If improvement relates to WHS |  |  |  |  |  |
| If improvement relates to HR |  |  |  |  |  |
| If improvement relates to finance |  |  |  |  |  |
| If improvement relates to operational management |  |  |  |  |  |
| If improvement relates to organisation wide |  |  |  |  |  |
| If improvement relates to other |  |  |  |  |  |

Records Register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Records area** | **Approving Officer** | **Business Area** | **Access Control (teams / individuals who can view these items)** | **Meeting responsible for monitoring task** |
| Manager will escalate to higher Manager, if applicable | (Manager will assign to another Manager or CEO, if required) |  |  | (Manager will assign to another meeting, if required) |
| If record relates to clinical / service provision |  |  |  |  |
| If record relates to other service provider | *Respective manager who manages the service provider* | *Respective business area service provider provides services to* |  |  |
| If record relates to WHS |  |  |  |  |
| If record relates to HR |  |  |  |  |
| If record relates to a contract compliance requirement |  |  |  |  |
| If record relates to infrastructure, equipment, asset – non-clinical |  |  |  |  |
| If record relates to infrastructure, equipment, asset - clinical / service provision |  |  |  |  |
| If record relates to other |  |  |  |  |