Standard Operating Procedure of ADM Assistant

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1. Scope

1.1.This SOP describes the process for management of Administrative functioning.

2. Objective

2.1 To prevent occupational exposures in the healthcare setting.

2.2 To properly manage Administrative functioning.

3. Duties and Responsibilities

3.1 Assist in the preparation of annual plan and budgets

3.2 Provide clerical and administrative support to the management

3.3 Manage general correspondence, sanctions and filing systems

3.4 Maintain and update personnel files, leave records, HR statistics, transfer and recruitment details of employees.

3.5 Ensure proper documentation for audits and inspections and assist in implementing hospital safety protocols.

3.6 Maintain liaison and communications in regard to the administrative matters with clinical department and other relevant organizations.

3.7 Carry out other duties as instructed by the supervisor

4. Documentation

4.1. Maintain accurate records of:

4.1.1. Staff attendance, leave, and duty rosters.

4.1.2. Administrative decisions, circulars, and notices.

4.1.3. Resource allocation and usage logs.

4.1.4. Compliance reports and audits.

4.2.Ensure timely submission of reports to the Medical Superintendent and governing bodies.

4.3.Archive all documentation systematically for future reference.