Standard Operating Procedure of Administrative Officer

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Function	Name	Designation	Signature
Prepared by	Dorji Wangmo Lhaki	Offg. ADMO	
Verified by	Drungtsho Deki Choden	QA focal	
Approved by	Drungtsho Karma Gaylek (MS)	Chair, QMC	

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1. Scope

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

2. Objective

2.1.To properly manage Administrative functions.

3. Duties and Responsibilities

3.1.Oversee daily hospital operations and administrative functions.

3.2.Ensure compliance with healthcare regulations, accreditation standards, and hospital policies.

3.3.Plan and implement annual plans and budget

3.4.Maintain HRD (Human Resource Development) and HRM (Human Resource Management)

3.5.Ensure transparent financial reporting and audits.

3.6. Implement and sensitize BCSR and maintain office decorum.

3.7.Conduct periodic evaluations.

3.8. Liaise with clinical departments and relevant stakeholders

3.9.Carry out other duties as instructed by the supervisor