

# The Family Practice Group



## 7. Role and Responsibilities of the Registered Manager

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## **7. ROLE AND RESPONSIBILITIES OF THE REGISTERED MANAGER**

### **7.1 Appraisal and training**

With regards to the appraisal and training of the registered manager, and in observance of NHMS Core Standard C8, it is the responsibility of the Registered Manager to ensure that the manager can demonstrate that they have undertaken periodic and ongoing training.

**7.1.1** Training must be logged in the training log book located on the server under the staff folder.

**7.1.2** The Responsible Individual must check periodically that the training log is being filled in.

**7.1.3** The Responsible individual must carry an annual review with the Registered Manager and the training log book must be consulted, discussed, reviewed and opportunities for new training added at this time as well as periodically.

### **7.2 Job Description of the Registered Manager**

**See Appendix 6(I)**

**See Appendix 6**

### **7.3 Organisational Structure and accountability chart**

**See Appendix 170a**

### **7.4 Certificates and Licences**

**See Appendix 5**