

Absence of the Registered Manager Policy

Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
4	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

Purpose

The purpose of this policy is to ensure continuity and quality of care during the Registered Manager's absence by establishing clear guidelines for appropriate notifications, necessary arrangements, and responsibilities.

Statement

Clinical24 Staffing Limited recognizes that the absence of the Registered Manager can impact the effective management and delivery of nursing services. This policy outlines the procedures to be followed in the event of the Registered Manager's absence, including the responsibility of the Responsible Individual to notify the Regulation and Quality Improvement Authority (RQIA) in cases where the absence exceeds 28 days. The notification will include details regarding the reason for the absence, expected length of absence, and arrangements made to cover for the Registered Manager during their absence.

Procedure and Guidance

Responsibilities

- **Registered Manager:** The Registered Manager is responsible for notifying the Responsible Individual about any planned or unplanned absence and providing relevant details regarding the expected length of absence, reason, and any necessary information concerning the management of the agency during their absence.
- **Responsible Individual:** In the absence of the Registered Manager, the Responsible Individual assumes the responsibility for overseeing the day-to-day management of the agency. They are responsible for ensuring appropriate cover, maintaining quality standards, and addressing any urgent matters that may arise during this period. The Responsible Individual will also notify the RQIA if the Registered Manager's absence exceeds 28 days, providing the necessary information as outlined below.

- **Regulation and Quality Improvement Authority (RQIA):** The RQIA should be notified by the Responsible Individual if the absence of the Registered Manager exceeds 28 days. The notification will include details regarding the reason for the absence, expected length of absence, and arrangements made to cover for the Registered Manager during their absence.

Procedures

- **Registered Manager's Absence Notification:** The Registered Manager should inform the Responsible Individual in advance, whenever possible, about any planned absence exceeding 28 days. The notification shall include the reason for the absence, expected length of absence, and any relevant details essential for the management of the agency during this period.
- **Cover Arrangements:** The Responsible Individual, in collaboration with the Senior Management Team, will make necessary arrangements to ensure the continuity and smooth operation of the agency during the Registered Manager's absence. This may include designating an Acting Registered Manager, ensuring appropriate staffing levels, and providing clear lines of communication for staff and stakeholders.
- **RQIA Notification:** If the absence of the Registered Manager extends beyond 28 days, the Responsible Individual will promptly notify the RQIA via the portal. The notification will include details regarding the reason for the absence, expected length of absence, and arrangements made to cover for the Registered Manager during their absence. The Responsible Individual will also keep the RQIA informed of any significant changes or updates related to the Registered Manager's absence as they occur.


Review and Compliance

This Absence of the Registered Manager Policy will be reviewed annually to ensure compliance with internal policies, RQIA requirements, and any applicable legal obligations. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contractual obligations.

By following this Absence of the Registered Manager Policy, Clinical24 Staffing Limited aims to ensure a smooth and well-managed continuation of services during the Registered Manager's absence, while fulfilling the notification requirements set by the RQIA.



Next Review

Reviewed by:	Ann Kelly
Title:	Registered Manager
Signed:	
Last Review Date:	01/04/2024
Actions:	Address Updated

Next Review Date: April 2025