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Form
**Handover Record – Senior
 Program Manager**
Residential Care and Transition Services

Note: Handover for Senior Program Managers who are absent from one (1) to six (6) weeks.

Care Team Leader/Area Coordinator notes

Include planned leave, whether supervision needs to be completed, Workcover/Suitable Duties, performance issues.

Program One <insert location>

Staffing - Any PAPs, performance issues, onboarding to be completed, Workcover/Suitable Duties.

Practice - Main themes – ongoing incidences, any SHMs need to be across, any issues with CSSCs, outstanding SOC.

Program Two <insert location>

Staffing - Any PAPs, performance issues, onboarding to be completed, Workcover/Suitable Duties.

Practice - Main themes – ongoing incidences, any SHMs need to be across, any issues with CSSCs, outstanding SOC.

Program Three <insert location>

Staffing - Any PAPs, performance issues, onboarding to be completed, Workcover/Suitable Duties.

Practice - Main themes – ongoing incidences, any SHMs need to be across, any issues with CSSCs, outstanding SOC.

Program Four <insert location>

Staffing - Any PAPs, performance issues, onboarding to be completed, Workcover/Suitable Duties.

Practice - Main themes – ongoing incidences, any SHMs need to be across, any issues with CSSCs, outstanding SOC.

Program Five <insert location>

Staffing - Any PAPs, performance issues, onboarding to be completed, Workcover/Suitable Duties.

Practice - Main themes – ongoing incidences, any SHMs need to be across, any issues with CSSCs, outstanding SOC.

Program Six <insert location>

Staffing - Any PAPs, performance issues, onboarding to be completed, Workcover/Suitable Duties.

Practice - Main themes – ongoing incidences, any SHMs need to be across, any issues with CSSCs, outstanding SOC.

Program Seven <insert location>

Staffing - Any PAPs, performance issues, onboarding to be completed, Workcover/Suitable Duties.

Practice - Main themes – ongoing incidences, any SHMs need to be across, any issues with CSSCs, outstanding SOC.

What reporting is needing to be completed – P2i, monthly reporting, Departmental audits, Incident Reports, etc.

Approval Date	26 Oct 2023	Implementation Date	26 Oct 2023	Review Date	26 Oct 2025
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Form

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Residential Care and Transition Services

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Checklist

- Divert phone (if needed);
- Out of office with coverage;
- Informed HR/rostering/admin/maintenance of contact;
- Establishment up to date; and
- Outstanding Incident Reports closed.

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