

| | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| CEO | Qtly report | | | Qtly report | | | Qtly report | | | Qtly report | | |
| Med. Man | Qtly report | | | Qtly report | | | Qtly report | | | Qtly report | | |
| QAM | Qtly report | Neo 5 Paed 5, 19 | Neo 4 Paed 4 | Qtly report | Neo 5 Paed 5, 19 | Neo 4 Paed 4 | Qtly report | Neo 5 Paed 5, 19 | Neo 4 Paed 4 | Qtly report | Neo 5 Paed 5, 19 | Neo 4 Paed 4 |
| M&E | Maternal interviews Neon+Paed | Maternal interviews Neon+Paed | Neo 14 Paed 16 Maternal interviews Neon+Paed | Maternal interviews Neon+Paed | Maternal interviews Neon+Paed | Neo 14 Paed 16 Maternal interviews Neon+Paed | Maternal interviews Neon+Paed | Maternal interviews Neon+Paed | Neo 14 Paed 16 Maternal interviews Neon+Paed | Maternal interviews Neon+Paed | Maternal interviews Neon+Paed | Neo 14 Paed 16 Maternal interviews Neon+Paed |
| RESUS | Neo 7 | | | Neo 7 | | | Neo 7 | | | Neo 7 | | |
| IPC | Neo 12, 13 Paed 7,8 | Neo 12, 13 | Neo 12, 13 | Neo 12, 13 | Neo 12, 13 | Neo 12, 13 | Neo 12, 13 | Neo 12, 13 | Neo 12, 13 | Neo 12, 13 | Neo 12, 13 | Neo 12, 13 |
| PHARM | Neo & Paed checklists | Neo & Paed checklists | Neo & Paed checklists | Neo & Paed checklists | Neo & Paed checklists | Neo & Paed checklists | Neo & Paed checklists | Neo & Paed checklists | Neo & Paed checklists | Neo & Paed checklists | Neo & Paed checklists | Neo & Paed checklists |
| Dietician | Paed 14 | Paed 14 | Paed 14 | Paed 14 | Paed 14 | Paed 14 | Paed 14 | Paed 14 | Paed 14 | Paed 14 | Paed 14 | Paed 14 |
| ANM (Paeds/Mat/ICU) | Neo 7,9,10 Mthly Dashboard | Neo 8 Paed 9 Mthly Dashboard | Neo 11, Mthly Dashboard | Neo 7,9,10 Mthly Dashboard | Neo 8 Paed 9 Mthly Dashboard | Neo 11, Mthly Dashboard | Neo 7,9,10 Mthly Dashboard | Neo 8 Paed 9 Mthly Dashboard | Neo 11, Mthly Dashboard | Neo 7,9,10 Mthly Dashboard | Neo 8 Paed 9 Mthly Dashboard | Neo 11, Mthly Dashboard |
| HCU, MO & OM | Neo CRAx2 Paed 11,12,13,15 POPD CRA | Neo CRAx2 Paed 11,12,13,15 | Neo CRAx2 Paed 11,12,13,15 | Neo CRAx2 Paed 11,12,13,15 | Neo CRAx2 Paed 11,12,13,15 | Neo CRAx2 Paed 11,12,13,15 | Neo CRAx2 Paed 11,12,13,15 | Neo CRAx2 Paed 11,12,13,15 | Neo CRAx2 Paed 11,12,13,15 | Neo CRAx2 Paed 11,12,13,15 | Neo CRAx2 Paed 11,12,13,15 | Neo CRAx2 Paed 11,12,13,15 |
| OM (Paeds & Neonatal) | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. | Skills audits Firedrills Consume Staff DB Equip reg. Mainten. reg. Transfer reg. NSI reg. |
| OM (PN) | Neon. CRA | Neon. CRA | Neon. CRA | Neon. CRA | Neon. CRA | Neon. CRA | Neon. CRA | Neon. CRA | Neon. CRA | Neon. CRA | Neon. CRA | Neon. CRA |

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|------------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| Cleaning | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists | Neon, paed & lodger room checklists |
| Nursing Staff | Champion* Daily Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count | Champion* Equip. checks ADD Stats reg. Head count |
| Lodger champion | Daily checklist | Daily checklist | Daily checklist | Daily checklist | Daily checklist | Daily checklist | Daily checklist | Daily checklist | Daily checklist | Daily checklist | Daily checklist | Daily checklist |
| DCST | Paed 6 | Neo 6 | | Paed 6 | Paed 2,3 Neo 6 | Neon 1,2,3 Paed 1,18 | Paed 6 | Neo 6 | | Paed 6 | Paed 2,3 Neo 6 | Neon 2,3 Paed 18 |

M= Neo. Maternal interview; CRA= Clinical and record audit; DB Data Base reg= register; Consume=Consumables checklist; Mainten=maintenance; PN=Postnatal

*Each staff member should be the allocated champion of at least one administrative task/system