



## **MIDWIFERY Level -III**

# **Learning Guide -43**

**Unit of Competence: - Monitor Implementation of  
Work Plan/Activities**

**Module Title: Monitoring Implementation of Work  
Plan/Activities**

**LG Code: HLT MDW3 M011 LO3-LG43**

**TTLM Code: HLT MDW3 TTLM 919v1**

LO-3 ; Maintain Workplace records

<b>Instruction Sheet</b>	<b>Learning Guide #---3--</b>
--------------------------	-------------------------------



This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Completing and submitting workplace records within required timeframes
- Delegating and monitoring appropriate completion of records prior to submission

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, **you will be able to –**

- **Workplace records** are accurately completed and submitted within required timeframes.
- Where appropriate, completion of records is delegated and monitored prior to submission

Learning Instruction;

- Read the specific objectives of this Learning Guide.
- Follow the instructions described in number below
- Read the information written in the “Information Sheets 10 and 11”. Try to understand what are being discussed. Ask your teacher for assistance if you have hard time understanding them.
- Accomplish the “Self-check 10 and 11” **in page 3 and 6**

<b>Information Sheet-10</b>	<b>Completing and submitting workplace records within required timeframes</b>
-----------------------------	---





















**Introduction:** Workplace records are an important part of any work environment and should be accurately maintained within the required timeframes.



What workplace records are completed by managers?



### **Types of workplace records**

-  Staff records
-  Performance reports
-  Fire safety checks
-  OHS inspections, risk assessments and report
-  Security records
-  Incident register
-  Gaming incidents register
-  Customer comments and feedback forms
-  Orders
-  Receipt of goods documentation
-  Accident and illness register
-  Injury claims
-  Insurance claims
-  Lease agreements and renewals
-  Banking details
-  Linen cleaning records
-  Equipment maintenance records i
-  Subcontracting agreements and compliance documentation.

- **Staff records**

- ✓ :These are records relating to any and all aspects of staffing the premises
- ✓ May be divided into overall records and individual staff records
- ✓ Overall records are those records kept that relate to staff as a whole
- ✓ Gain an overview of what is happening with staff movements and training.

- **Overall records**

- Staffing rosters
- Training details by operational area



- Annual leave planning chart
- Salary and overtime payments
- Injury records.
- **Individual records**
  - ❖ Position description
  - ❖ Letter of appointment
  - ❖ Signed employment contract or offer of employment
  - ❖ Performance review records
  - ❖ Copies of certificates held by the employee
  - ❖ Leave records
  - ❖ Record of uniform orders
  - ❖ Training schedule
  - ❖ Direct salary deduction details
  - ❖ Injury claims.
- **Ensure you: :**
  - ❖ Understand which records you are responsible for Complete required records
  - ❖ Maintain confidentiality and privacy of information
  - ❖ Records are kept up-to-date Make records easily accessible.

<b>Self-Check -10</b>	<b>Written Test</b>
-----------------------	---------------------

- **Directions: :** Answer the questions listed below. Use the Answer sheet provided in the next page: time given 5 minutes (3 point)
  1. Records relating to any and all aspects of staffing the premises  
*A . individual    B. group record    C. Staff record    D. Manager record:*



2. Workplace records are an important part of any work environment

A. True

B. False

**Note: Satisfactory rating - 3 points**

**Unsatisfactory - below 3 points**

### Answer Sheet

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Answer sheet

1 \_\_\_\_\_

2 .\_\_\_\_\_

<b>Information Sheet-11</b>	<b>Delegating and monitoring appropriate completion of records prior to submission</b>
-----------------------------	--

- **Delegating preparation of records**

In some cases there can be a need for you to delegate the completion of workplace records to other staff.



What must you do to help others prepare documents

The manager of a work area is unlikely to personally attend to all of the records in their work area.



- ❖ But they are accountable for their accuracy
- ❖ A manager must be prepared to delegate such tasks and have a system for regularly monitoring such records.

- **Types of records**

Staff may be given required to complete records such as:

- ❖ Time sheets
- ❖ Requisitions
- ❖ Internal transfers
- ❖ Requests for maintenance
- ❖ Daily takings sheets. .

### **Steps to delegating records**

Delegating authority and responsibility for completion of such records involves:

- ❖ Finding the appropriate person to do the job
- ❖ Making sure the person is capable or trained to take on the task
- ❖ Ensuring confidentiality is maintained at all times
- ❖ Training the person in the tasks required
- ❖ Monitoring the process on a regular basis.

### **Monitor completion of records**

Monitoring may include:

- ❖ Regular visual inspection and checking of records
- ❖ Signing the records to authorize them or indicate they have been checked and approved
- ❖ Comparing the records kept with actual workplace occurrence.



<b>Self-Check -11</b>	<b>Written Test</b>
-----------------------	---------------------

**Directions:** : Answer the questions listed below. Use the Answer sheet provided in the next page: time given 5 minutes (3 point)

1. Comparing the records kept with actual workplace occurrence is not important
  - A, True
  - B, false
- 2, Steps to delegating records include:
  - A. Finding the appropriate person to do the job
  - B. Ensuring confidentiality is maintained at all times
  - C. Monitoring the process on a regular basis.



D. All

**Note: Satisfactory rating - 3 points**

**Unsatisfactory - below 3 points**

### Answer Sheet

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Answer sheet

1 \_\_\_\_\_

2 . \_\_\_\_\_

Prepared By							
No	Name	Educational Back grand	LEVEL	Region	College	Email	Phone Number
1	Masresha Leta	Midwifery	A	Harari	Harar HSC	<a href="mailto:masreshaleta3@gmail.com">masreshaleta3@gmail.com</a>	0911947787
2	Gosaye T/haymanot Zewde	Midwifery	A	Harari	Harar HSC	<a href="mailto:Zewegosa@yahoo.com">Zewegosa@yahoo.com</a>	0913227450
3	Amare Kiros	Midwifery	A	BGRS	Pawi HSC	<a href="mailto:amarekiros9@gmail.com">amarekiros9@gmail.com</a>	0920843010
4	Jalele Mosisa	Midwifery	B	oromia	Nekemte HSC	<a href="mailto:jalemosis2018@gmail.com">jalemosis2018@gmail.com</a>	0939316415
5	Serkalem Fetene	Midwifery	A	oromia	Mettu HSC	<a href="mailto:serkefetene@gmail.com">serkefetene@gmail.com</a>	0912022476
6	Balela Kadir	Midwifery	B	oromia	Nagelle HSC	<a href="mailto:balela.kedirbedu@gmail.com">balela.kedirbedu@gmail.com</a>	0916633542
7	Sadeya Mohamed	Midwifery	A	Somali	Jigjiga HSC	<a href="mailto:yanaan261@gamil.com">yanaan261@gamil.com</a>	0915076012