

The structure and types of records held by Sunbeam House Services including the following:

ORGANISATIONAL RECORDS

Sunbeam House Services maintains records on the general operation of its services in the relevant area of responsibility within the Senior Management Team..

Records in relation to the Quality Management System in operation are maintained in the Quality, Compliance and Training Department.
Financial records are maintained in Finance Department.

Documentation/records required under Statutory Instrument 367 for example. Statement of Purpose, Residents Guide, Directory of residents. These records are maintained in individual services and some records are also maintained within the relevant area of responsibility in the Senior Management Team.

Type of records – Quality Management System records, quality manuals, operating procedures, guidance documents, quality records, audit records, financial records, insurance records, health and safety statement and associated records, records/files on the operation of services, correspondence files, Board of Directors minutes and records, policy documents, reports from committees/groups, Senior Management Team minutes, other relevant minutes of committees/groups, internal memoranda, accident/incident records, complaints, compliments and feedback records, risk management records, records with regard to compliance, e.g. HSE, HIQA, CQL. This list is not exhaustive.

SERVICE USER RECORDS

Records are maintained on each service user receiving or who received a service and supports from the organisation

Records are located for each service user in the individual unit which the person attends, a main file is also located in central administration and there is also an electronic record held in the central information database (CID).

Type of records which inter alia include: Service user case notes, individual location notes on service users, person centred plans, circle of support notes and action plans, reports on – case reviews; case conferences; Individual Plan meetings; and progress reviews. Social work records; physiotherapy records; medical records, health notes; medication prescription sheet and administration records; service user's personal property records; service users' financial records, risk assessment records; admissions documentation, contracts of care (residential/respite). This list is not exhaustive.

PERSONNEL RECORDS

Records are maintained on staff members and former staff members, whether full time, part time, permanent, contract, temporary.

Staff training records are also maintained in the HR Office and in the individual unit where the staff member is usually or most frequently employed.

Recruitment files for vacant posts.

Type of records which inter alia include: Individual personnel records which may include application form/c.v., references, medical reports, probation reports, general correspondence; training records, recruitment records, attendance records, payroll and salary records. This list is not exhaustive.