



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Management Review

Procedure No. 302

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INTRODUCTION

The purpose of this document is to define the process of Management Review

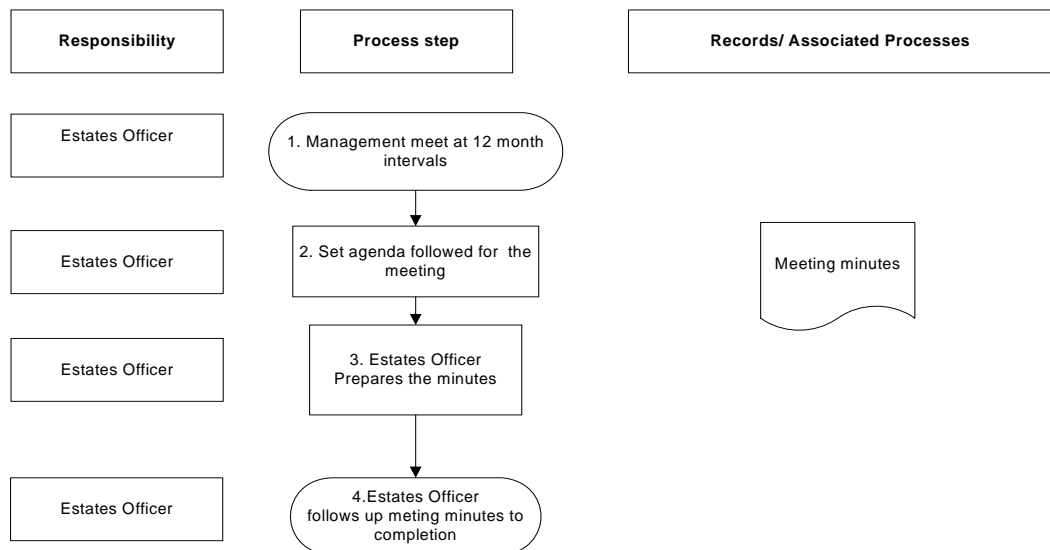
Scope

This procedure defined the process for Management Review, including associated inputs, outputs and respective process steps. Indicators of process performance including goals, strategies, objectives are used to determine the effectiveness of the existing Quality Management System and identify opportunities for improvement.

Responsibility

It is the responsibility of the Estates Officer of the Estates Department to ensure that this procedure is implemented.

PROCEDURE



1. Process Notes

- 1.1. The Management Team at 12 month intervals meet to review the effectiveness of the Quality System. All relevant functions should be represented. Responsibility for the co-ordination of this meeting lies with the Estates Officer.
- 1.2. A set agenda is followed for the meeting.
- 1.3. The Estates Officer will prepare and distribute minutes of the meeting in a timely manner. Prior to distribution, all attendees shall sign the original copy of the minutes. This indicates acceptance of the outputs form the review.
- 1.4. The minutes of the meeting are filed by the Estates Officer.
- 1.5. The Estates Officer shall periodically review the progress of assigned action items.

REFERENCES :

Quality Manual
Associated Quality System documentation and records