

**SAHTU HEALTH AND SOCIAL SERVICE AUTHORITY**  
**Policy**

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**CHC POLICY**

**MONTH END REORTS**

INDEX:	CHC.108
DATE OF ORIGIN:	23 NOVMBER, 2005
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ORIGINATED BY:	SHSSA

**POLICY**

The Nurse-in-Charge (N.I.C.) is responsible for ensuring that Month End reports are submitted during the first week of each month, to the Manager of Health Services.

**PURPOSE:**

1. To provide current, ongoing information about the activities at the Health Centre.
2. To provide data and information to Senior Management and other Sahtu Health and Social Services Authority (SHSSA) departments, as well as the Department of Public Works and Services (PWS), and the GNWT Health Protection Unit.

**PROCEDURE:**

- The Nurse-in-Charge will ensure the monthly reports are submitted
- Statistical data is extrapolated from the daily log book;
- Summary reports and analysis is completed by the Manager of Health Services and submitted to the Director of Client Services each month.
- The Current Month End Report Forms are listed as:

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<b>FORMS:</b>	<b>COMPLETED BY:</b>	<b>SUBMITTED TO:</b>
Electronic Data Report	Clerk/CHW	NIC/Manager
Electronic Narrative Report	NIC	Manager ongoing
CHR Report	CHR	NIC/Health promotion officer
Narcotic Report	NIC/CHN	NIC/Manager
TB Surveillance	NIC/delegate	Regional Public Health Unit
QA Report/Lab	NIC/delegate	DKML
QA Report/Vaccine Fridge	NIC/delegate	Pharmacy
Receipts/Invoices/weight bills	NIC/delegate	Finance Dept
Safety Inspection Form	Caretaker	NIC/Manager

Approved by:

  
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Chad Fehr, CEO