**ACCOUNTABILITY SYSTEM – RECORD OF COMPLETION**

What would a monitoring and feedback mechanism look like?

Let us consider the Supervisor role as an example. The supervisor is assigned specific, measurable responsibilities along with their day-to-day duties. The company must somehow track what is completed so that they can be provided feedback and so that they can be held accountable to their responsibilities.

**An Accountability System example may look like this:**

Supervisors will, depending on their assigned department or service line:

1. Complete …
2. Participate in …
3. Observe …
4. Sign off on …
5. Etc...

The completion of their assigned duties would then be tracked in a table by their manager or an administrator assigned with compiling the documentation. If an auditor was to request proof of completion, then the documentation should be available for review.

Please see next page:

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| **20\_\_ Record of Completion** | | | | | | | | | |
| **Position:**  **Name:** |  |  |  |  |  |  |  |  | **Total Percentage** |
| January |  |  |  |  |  |  |  |  |  |
| February |  |  |  |  |  |  |  |  |  |
| March |  |  |  |  |  |  |  |  |  |
| April |  |  |  |  |  |  |  |  |  |
| May |  |  |  |  |  |  |  |  |  |
| June |  |  |  |  |  |  |  |  |  |
| July |  |  |  |  |  |  |  |  |  |
| August |  |  |  |  |  |  |  |  |  |
| September |  |  |  |  |  |  |  |  |  |
| October |  |  |  |  |  |  |  |  |  |
| November |  |  |  |  |  |  |  |  |  |
| December |  |  |  |  |  |  |  |  |  |
| **Percentage Completed** |  |  |  |  |  |  |  |  |  |