

Human Resource Policies and Procedures Manual

1.1 Purpose of this manual

The purpose of this manual is to provide specific guidelines for the management in daily HR procedures within **Vision4**. It is not intended to prescribe step by step guidance for every eventuality, but defines the policies that the procedures should support. Compliance with these policies and procedures are considered to be a condition of employment at **Vision4**.

The objectives of this HR Manual are to:

- a) Provide detailed information about **Vision4** human resources policies and procedures as well as conditions of employment for its staff;
- b) Set out and communicate the policies and procedures formulated to assist management in making people management decisions and form the basis upon which **Vision4** work culture and environment is developed;
- c) Outline the basic rules, regulations and procedures that bind the employee as part of his/her contract of employment;
- d) Act as a guide for new employees;
- e) Serve as an operating guide for the HR staff to manage employee's affair fairly and consistently
- f) Act as a reference document for the management and staff in handling human resource & administration issues;
- g) Acts as a guideline for the efficient and effective operation activities.

1.2 Scope of this manual

The manual prescribes policies and procedures to be followed by the **Vision4** human resource and operational management as approved by Board of Governors. The Manual has been designed to provide clear and precise guidelines in respect of HR activities.

1.3 Authority and Update of this manual

The project manager with the help of the Board shall be responsible for ensuring timely and accurate modifications/updates to the Manual. No modification shall have effect unless approved and notified by the Board.

All employees shall be considered as have read this manual and any amendments that shall be made as and when necessary. Section Heads shall ensure that all staff below them is made aware of all sections of this Manual which cover their terms and conditions of service. Ignorance of any of these regulations shall not be accepted as an excuse for failure to act upon any matter or comply with the regulations as laid down in the Manual.

The users of the HR manual may suggest changes and amendments to the existing HR policies and procedures with the approval of head of relevant Sections.

Every modification, once approved, shall be circulated by the HR office to relevant management personnel for acknowledgment. HR offices shall maintain a log of all updates.

Although every attempt has been made to anticipate all situations requiring formalized policies, however, circumstances may arise which are not covered in the manual or a situation may warrant deviations from the stated policy. These cases shall be resolved by a decision taken by the Management Committee in order to prevent the appearance of prejudice or bias which may occur if the decision is taken by any one individual.

1.5 Manual Holders

Copies of the Manual shall be provided to the following officials of **Vision4**:

- a) Project manager;

Human Resources Policy Procedures Manual Template

**Leslie M. Howes, Sarah A.
White, Barbara E. Bierer**



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Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control **Jones & Bartlett Learning's Comprehensive Medical Assisting** Judy Kronenberger, Julie Ledbetter, 2023-03-31 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Jones Bartlett Learning's Comprehensive Medical Assisting Sixth Edition is more than just a textbook it's an engaging dynamic suite of learning resources designed to train medical assisting students in the administrative and clinical skills they'll need in today's rapidly changing health care environment This edition has been updated to include the most current American Association of Medical Assistants AAMA curriculum standards for medical assistants in all three domains cognitive psychomotor and affective These standards are required for the Commission on Accreditation of Allied Health Education Programs CAAHEP accredited programs **The Nonprofit Manager's Resource Directory** Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you're a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager's Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager's Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism **Jones & Bartlett Learning's Administrative Medical Assisting** Julie Ledbetter, 2020-04-27 Designed to ensure that every medical assisting graduate

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established programs both big and small Written in a conversational style the book's step by step instructions make it easily accessible to those who may not be well versed in QA/QI concepts and fundamentals Developed by the QA/QI Subcommittee of the Harvard Catalyst Regulatory Foundations Ethics and Law Program which is committed to designing and strengthening QA/QI programs and functions this volume includes contributions by fifteen experts with diverse professional experiences from varied organizations is enhanced with flow charts examples sample forms and templates incorporates model slide presentations and instructional materials discusses the respective benefits and challenges of different organizational models is applicable across many organizational types with a variety of reporting structures and available resources including academic and medical institutions Perfect for both seasoned personnel and newcomers to the field

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Managing Human Resources in Health Care Organizations Leiyu Shi, 2007 Light on complex theoretical language this relevant accessible text offers a hands on approach to studying human resources in various healthcare systems such as hospitals integrated healthcare systems managed care settings private practices and public health clinics The book can be used as a stand alone textbook in undergraduate or graduate level courses on human resources With its practice oriented approach it is also a valuable resource for current health care organizations

Community and Nurse-Managed Health Centers Donna L. Torrisi, 2005-06-03 Designated a Doody's Core Title Winner of an AJN Book of the Year Award A National Nursing Centers Consortium Guide This book provides a step by step guide to starting and sustaining a community health center with an emphasis on nurse managed centers The authors share their firsthand knowledge with readers including information on developing a mission statement pulling together an advisory board writing a business plan and getting funding The process for obtaining Federally Qualified Health Center Status and thus federal funding is described Of great value is the book's Appendix which provides very useful examples They include sample bylaws a full policy and procedure manual physician and nurse practitioner collaborative agreements job descriptions a contract with a local agency and outcome and assessment guidelines Donna Torrisi is the founder of The Family Practice and Counseling Network in Philadelphia which provides primary health services to public housing residents Tine Hansen Turton is the Executive Director of the National Nursing Centers Consortium For Further Information Please Click Here

Food Service Manual for Health Care Institutions Ruby Parker Puckett, American Society for Healthcare Food Service Administrators, 2004-11-08 Food Service Manual for Health Care Institutions offers a comprehensive review of the management and operation of health care food service departments This third edition of the book which has become the standard in the field of institutional and

health care food service includes the most current data on the successful management of daily operations and includes information on a wide variety of topics such as leadership quality control human resource management communications and financial control and management This new edition also contains information on the practical operation of the food service department that has been greatly expanded and updated to help institutions better meet the needs of the customer and comply with the regulatory agencies standards Pak Robert M. Tennant, Aaron N. Krupp, 2003-12-31 Get the history provisions and implementation concerns of the Health Insurance Portability and Accountability Act HIPAA of 1996 with this revised edition of HIPAA Toolbox It s expanded to include the recently published privacy regulations in a format you ll find easy to understand Plus the attached CD includes sample forms agreements and notices so you can painlessly institute HIPAA compliance in your practice The HIPAA Toolbox 2nd edition includes HIPAA Tool 4 Standards for Electronic Security

Information Security Architecture Jan Killmeyer, 2006-01-13 Information Security Architecture Second Edition incorporates the knowledge developed during the past decade that has pushed the information security life cycle from infancy to a more mature understandable and manageable state It simplifies security by providing clear and organized methods and by guiding you to the most effective resources available In addition to the components of a successful Information Security Architecture ISA detailed in the previous edition this volume also discusses computer incident emergency response The book describes in detail every one of the eight ISA components Each chapter provides an understanding of the component and details how it relates to the other components of the architecture The text also outlines how to establish an effective plan to implement each piece of the ISA within an organization The second edition has been modified to provide security novices with a primer on general security methods It has also been expanded to provide veteran security professionals with an understanding of issues related to recent legislation information assurance and the latest technologies vulnerabilities and responses **Quality Assurance Policies & Procedures for Ambulatory Health Care**

Judith M. Bulau, 1990 This manual is a comprehensive quality assurance resource applicable for use in various health care systems such as ambulatory care settings HMOs PPOs and by primary care providers specialty providers and regulatory agencies Quality Assurance Policies Procedures for Ambulatory Health Care enables these ambulatory health care systems to develop appropriate quality assurance programs and assists them in reviewing supplementing or revising existing quality assurance programs Clear and concise with step by step procedures for implementing each policy It includes more than 100 sample forms reports letters job descriptions and other practical tools to save time and increase efficiency **Defining**

Excellence in Simulation Programs Juli C Maxworthy, Janice C Palaganas, Chad A Epps, Mary Elizabeth (Beth) Mancini, 2022-02-22 Raise your simulation programs to new heights with the fully updated Defining Excellence in Simulation Programs 2nd edition An official publication of the Society for Simulation in Healthcare this fully illustrated guide speaks to the needs of all healthcare professionals using simulation for education assessment and research Offering best practices for a

wide variety of programs it addresses all areas of program management from staffing funding and equipment to education models Whether you are new to running a simulation program developing a program or studying simulation this is your key to creating cost effective research based programs *Laboratory Operations and Management* Jeanne Isabel, Patricia Ellinger, Dana Griffin, 2024-10-01 Management and lab operations for career entry level students The path to leadership success in the lab begins with a firm foundation in the many facets of management Designed to meet the needs of today s students this new text introduces the principles of laboratory management and demonstrates how to apply them in the real world It builds a foundation in the administration of personnel and finance It also addresses the broad range of knowledge needed to become an effective leader in today s increasingly complex environment quality measures compliance safety regulations and professionalism information critical for all laboratory personnel including the new supervisor

Medicolegal Issues for Diagnostic Imaging Professionals Robert J. Parelli, David. K Weissman, Colin M. Howles, Zeev Shoham, 2008-09-09 The constant advances in diagnostic imaging have had an impact on the practice attitudes and moral values of all who participate in health care Now in its fourth edition the original *Medicolegal Issues for Radiographers* has been updated and retitled broadening the scope of content to include issues essential to all diagnostic imaging pr

Resources in Education , 1990 **HUMAN RESOURCE MANAGEMENT** Rinku, Vikrant Verma, 2025-04-01 MBA SECOND SEMESTER According to the New Syllabus of Kurukshetra University Kurukshetra based on NEP 2020

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