

# Human Resources Policy and Procedure Manual

**Lines of Business:** General Liability, Employers Liability, Public Official Liability

**Risk Control Strategy/Key Issues:** Establish a proactive manual with controls and procedure to reduce exposure to employment related losses.

## Suggested Program Elements:

1. **Policy Statement:** A general statement noting that the program establishes guidelines and procedures for developing, maintaining, training, and distributing the organization's policy manual/employee handbook.
2. **Program Responsibilities:** Establish the responsibility and accountability of management to develop, maintain, distribute, and enforce the organization's policies.
3. **The Manual:** One of the main functions of Human Resource Management is ensuring the organization's personnel and management practices conform to current regulations mandated by governmental entities and accepted employment practices. One of the best ways to accomplish this is with a personnel manual. A well-maintained manual and associated employee training programs can protect the organization by reducing its work related liability and provide a defense against claims / lawsuit made. The manual can also increase employee awareness of operating policies, make the transition process for new employees easier, and promote a productive work environment.

**Important:** An organization operating without a personnel manual is opening itself up for employment practices liability claims in which they will have no grounds for defense since the organization can not prove that it has objective, non-discriminatory decision making guidelines in place.

Below is an example of a Human Resources Policy and Procedure Manual table of contents. Although it may not show all necessary policies for your organization, it is a good starting point. Many of these policies can be found on line or through professional organizations.

1. Policy Statement:
  - Employment Policy Statement
  - EEO Statement
  - Americans with Disabilities Act
  - Statement of At Will Employment
  - Legal Review
2. Employment Policy Outlines:
  - Working Environment

# Policy And Procedure Manual For Physical Therapy

**Marilyn D. Harris, Elissa Della  
Monica, Pamela Boyd**



## **Policy And Procedure Manual For Physical Therapy:**

**Outpatient Physical Therapy Policy and Procedure Manual** Joanne Whipple,1993-05-01     Hospital Physical Therapy Policy and Procedure Manual Gary Lee Stanley,1977     Inpatient Physical Therapy Policy and Procedure Manual Joanne Whipple,1993-05-01     *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 todays 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     **Law Office Policy & Procedures Manual** Howard I. Hatoff,Robert C. Wert,2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office polices personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs     *Patient Representative Policy and Procedure Manual* ,1988     **Handbook of Hospice Policies and Procedures** Marilyn D. Harris,Elissa Della Monica,Pamela Boyd,1999 PART OF THE NEW JONES BARTLETT LEARNING INFORMATION SYSTEMS SECURITY ASSURANCE SERIES Security Strategies in Linux Platforms and Applications covers every major aspect of security on a Linux system Written by an industry expert this book is divided into three natural parts to illustrate key concepts in the field It opens with a discussion on the risks threats and vulnerabilities associated with Linux as an operating system using examples from Red Hat Enterprise Linux and Ubuntu Part 2 discusses how to take advantage of the layers of security available to Linux user and group options filesystems and security options for important services as well as the security modules associated with AppArmor and SELinux The book closes with a look at the use of both open source and proprietary tools when building a layered security strategy for Linux operating system environments Using real world examples and exercises this useful resource incorporates hands on activities to walk students through the fundamentals of security strategies related to the Linux system     **Dreeben-Irimia's Introduction to Physical Therapy Practice for Physical Therapist Assistants** Christina M. Barrett,2019-11-12 Dreeben Irimia s Introduction to Physical Therapy Practice for Physical Therapist Assistants Fourth Edition introduces students to the role of the physical therapist assistant in physical therapy care     Dreeben-Irimia's Introduction to Physical Therapy Practice with Navigate Advantage Access Mark Dutton,2024-10-04 Dreeben Irimia s Introduction to Physical Therapy Practice Fifth Edition uncovers the what why and how of physical therapy The text thoroughly describes who provides physical therapy in what setting and how physical therapists

and physical therapist assistants interact with patients each other and other healthcare professionals The Fifth Edition delves into the tools and competencies physical therapists and physical therapist assistants use to care for a diverse population of people in a variety of clinical settings The book discusses what it means to practice legally ethically and professionally including practical communication skills

**Introduction to Physical Therapy for Physical Therapist Assistants** Olga Dreeben-Irimia, 2010-08-27 Written specifically for Physical Therapist Assistant PTA students this text is an excellent introduction for physical therapist assistant s education This new edition includes updated information regarding the relationship between the Physical Therapist PT and PTA and key concepts of the Guide to Physical Therapist Practice for better understanding of clinical guidelines It also includes new information regarding clinical trends in physical therapy Utilizing this text specifically for PTAs instructors can introduce students to information regarding professionalism professional roles interpersonal communication physical therapist s behavior and conduct teaching and learning and evidence based practice This comprehensive text will provide a valuable resource throughout the physical therapist assistant s education and training throughout the entire duration of the PTA program New to Second Edition Distinctive description of physical therapy developments from its Formative Years 1914 1920 to the APTA s Vision and Application of Scientific Pursuit of today PTA s usage of the APTA s Guide to Physical Therapist Practice Differences between physical therapy and medical diagnosis Contemporary clinical trends regarding wellness health promotion and disease prevention Instructor Resources Transition Guide PowerPoint slides and TestBank

**Management in Physical Therapy** Mr. Rohit Manglik, 2024-03-24 Explores management principles in physical therapy focusing on clinical operations patient care and practice efficiency

**Dreeben-Irimia's Introduction to Physical Therapist Practice for Physical Therapist Assistants** Christina M. Barrett, 2016-01-13 The Third Edition of this best selling text written text specifically for PTAs will help instructors introduce students to information regarding professionalism professional roles interpersonal communication physical therapist s behavior and conduct teaching and learning and evidence based practice This comprehensive text will provide a valuable resource throughout the physical therapist assistant s education and training throughout the entire duration of the PTA program

**Best Practices in Policies and Procedures** Stephen Butler Page, Stephen Page, 2002 Best practices book that focuses on the alignment of policies and procedures to the vision strategy plan and core processes of an organization This book focuses on finding actual content for your policies and procedures

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