

Employee Handbook

EMPLOYEE HANDBOOK

Adapt each section to your own practice, then record the approval date and review date at the foot of the document.

Document reference: _____

Version: _____

Owner: _____

Applies to: _____

1. PURPOSE

Why this document exists and what it is intended to achieve.

2. SCOPE

Who and what it applies to, including any exclusions.

3. DEFINITIONS

Terms used in this document that have a specific meaning.

4. RESPONSIBILITIES

Who is accountable, who carries out the work, and who is informed.

5. PROCEDURE

The steps to follow, in the order they are carried out.

6. RECORDS

What must be recorded, where it is kept and for how long.

7. TRAINING AND COMPETENCE

What staff need to know before carrying out this procedure.

8. MONITORING AND AUDIT

How compliance is checked and how often.

APPROVAL AND REVIEW

Version:

Date:

dd / mm / yyyy

Author:

Approved by:

Next review date:

dd / mm / yyyy