

# Brigstock Family Practice



## 6. Policies and Procedures

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Revisions:		<b>ENSURE APPENDIX 82 - LIST OF POLICIES REVIEW DATE IS UP TO DATE AND UPLOADED ON TO THE WEBSITE.</b>
Date	Reviewed by:	<b>Reason for Changes:-</b>
28.03.2013	MS	Reviewed
02.09.2014	MS	Reviewed
31.8.2016	RHK	Reviewed
30.08.2018	RHK	Reviewed

## **6. Policies and Procedures**

### **6.1 Policies and Procedure**

There are written policies and procedures for all operational areas within the establishment and these are placed in the share folder on the organisation's main server.

6.1.2 There is a List of policies of policies and procedures that includes the title, issue date, review date and circulation of all policy and procedure documents.

6.1.3 All policies and procedures are reviewed every year and the date of review is included within each written policy and procedure.

6.1.4 Brigstock Family Practice evaluates practice against the policies and procedures to ensure their effective implementation; the evaluation is carried out at least once every three years.

### **6.2 Temporary Staff**

Temporary staffs are provided with a summary of the clinical and patient care policies pertinent to their area of work and information on where the full policies and procedures are available for reference.