

Updating the Policy and Procedures Manual checklist

- Responsibilities are written in the position description.
- All processes are documented in a policies and procedures manual.
- Communicate the division of roles and responsibilities to all staff.
- Monitor the efficiency and effectiveness of the structure and roles you have created, including feedback from staff and patients.
- Make changes as required. This may require consultation with the relevant staff member.
- Agree on a regular meeting time and stick to it. The meeting should have a facilitator or chairperson. (See also Organisation structure and staff roles on the Getting Started In Practice website).