HiFlex Physio

Policies and Procedures

Policies and Procedures: Documentation Policy and Procedures

Scope:

The policy applies to every staff member in HiFlex Physio and must be adhered to in situations where the activities of the organisation must be documented, including:

- Performance reviews
- Operational Plan management
- Team building activities

Policy Statement:

This policy aims to ensure that HiFlex Physio maintains its duty to keep records of all activities within the organisation, including the performance of plans, strategies, teams and individuals. It is also meant to ensure that documents and records are stored safely and organised for ease of use.

As part of its business strategy, HiFlex Physio staff members will log sales and other important information to relevant documentation as soon as possible.

Procedures:

Digital Documentation

- Documents created and used by staff members must be stored in HiFlex Physio' intranet site
- Each document stored in the intranet site must follow the naming convention below: [Department]-[name-of-document]-v1.0.docx
- Each document must be stored in its relevant folder (e.g. Employee Performance Reports will go to the 'Employee Records' folder)
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- Documents in HiFlex Physio' intranet site must be regularly backed up by the Centre Manager in case of system issues

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Physical Documentation

- Documents created and used by staff members must be stored in the Centre's designated filing cabinet
- Each document must be stored in its relevant drawer (e.g. financial records will go to the drawer marked 'Finance')
- Each document must include information on the date it was completed
- The filing cabinet must be kept secured from unauthorised personnel