

Policy Index for Private Medical Service Providers

1. Absence Notification Staff
2. Age Discrimination Policy
3. Anaphylaxis statement
4. Anaphylaxis treatment protocol
5. Appraisal Policy and Procedure (staff)
6. Appraisal Pre Appraisal Guidelines & Self Assessment Form
7. Appraisal Staff Feedback Survey (360 appraisal)
8. Appraisal Summary (post appraisal)
9. Autoclave
10. Autoclave Cycle Log
11. AWOL During Sickness
12. Bank charge projection
13. Basic life support skills training
14. Blame Free Culture
15. Building hazards and emergency information
16. Building maintenance policy
17. Bullying and Harassment
18. Business Continuity Plan
19. Car park management policy
20. Car park risk assessment
21. Chaperone policy
22. Chaperone poster
23. Chaperones guidelines
24. Cleaning and decontamination of surfaces protocol
25. Clinical Governance Policy
26. Clinical guidance of staff
27. Code of Conduct
28. Communication Standards Policy
29. Compassionate leave policy
30. Complaint form
31. Complaint Review Form
32. Complaints annual report
33. Complaints handling desk aid
34. Complaints Procedure
35. Complaints procedure leaflet
36. Computer & Data security procedure
37. Computer, internet & email usage policy
38. Confidentiality Clause (Staff contracts)
39. Confidentiality of Patient Data
40. Confidentiality Policy and Agreement
41. Conflict Resolution Policy (Staff)
42. Consent form patient
43. Consent form use of staff photographs
44. Consent protocol
45. Contract of employment
46. Contractor self-employed Agreement
47. Controlled Drugs Handling, storage and destruction protocol
48. Corporate manslaughter homicide policy
49. COVID 19 Policy
50. Credit card protocol for private practice expenditure
51. Data Management Policy
52. DBS Employment of offenders
53. Dignity and respect policy
54. Disciplinary Hearing Meeting
55. Disciplinary Procedure
56. Disciplinary invite to appeal hearing letter
57. Disciplinary invite to disciplinary hearing gross misconduct letter
58. Disciplinary invite to disciplinary hearing misconduct letter
59. Disciplinary invite to investigatory meeting letter
60. Disciplinary notification of appeal hearing decision letter
61. Disciplinary notification of no further action letter
62. Disciplinary notification of suspension from work letter
63. Disciplinary outcome final written warning letter
64. Disciplinary outcome written warning letter
65. Dismissal with notice letter
66. Dismissal without notice Gross misconduct letter
67. Disposable instruments policy
68. Domestic abuse policy patients
69. Domestic abuse policy staff
70. Drugs protocol for the storage of non controlled drugs

71. Duty of Candour Policy
72. Duty of candour written notification
73. Electronic transfer of patient data procedure
74. Email guidelines for the use of protocol
75. Emergency drugs checking procedure
76. Emergency handling patient flowchart
77. Emergency Incident Procedure
78. Employee Privacy Notice
79. Environmental policy statement
80. Equal opportunities & anti discrimination employment policy
81. Equal opportunities & anti discrimination service provision policy
82. Equality and diversity policy
83. Ethnic origin monitoring protocol
84. Exit Checklist
85. Exit interview questionnaire form
86. Expense claim form
87. Financial probity policy
88. Financial procedures
89. Fire risk assessment checklist
90. Fire safety policy
91. First aid policy
92. First aid risk assessment
93. Fit and Proper Person Directors' policy
94. Fitness to work statement
95. Flexible working policy
96. Flexible working application acceptance form
97. Flexible working application appeal form
98. Flexible working application appeal response form
99. Flexible working application extension of time limit form
100. Flexible working application form
101. Flexible working application notice of withdrawal form
102. Flexible working application rejection form
103. Flu pandemic checklist
104. Flu pandemic contingency plan
105. Fraud prevention policy
106. Freedom of information Leaflet
107. Freedom of Information Policy
108. Freedom To Speak Up
109. GDPR Policy
110. GDPR Privacy Impact Assessment
111. GDPR Data Map Audit
112. Grievance invite to grievance appeal hearing letter
113. Grievance invite to grievance meeting letter
114. Grievance hearing Guidance and example questions
115. Grievance Outcome Following grievance hearing letter
116. Grievance Outcome of grievance Appeal hearing letter
117. Grievance procedure
118. Guide assistance hearing dogs policy
119. Guidelines for interviewers
120. Handwashing and hygiene protocol
121. Handwashing techniques
122. Health and safety policy
123. Health questionnaire
124. HIV AIDS policy patients
125. HIV AIDS policy staff
126. Holiday policy
127. Holiday Request Form
128. Illegal working compulsory checks to prevent
129. Images and audio recording protocol
130. Incoming pathology results handling procedure
131. Induction checklist
132. Infection control biological substances protocol
133. Infection control inspection checklist
134. Infection control policy
135. Informal Discussion Record (Staff)
136. Information Governance Toolkit Hardware Asset Register
137. Information governance toolkit hardware asset register
138. Interview questions and answers for admin posts
139. Interviewer's record form
140. Interviewing tips
141. Invitation to appraisal letter
142. Invitation to interview letter
143. IT checklist
144. Job Applicant Privacy Notice
145. Job application Assessment record form
146. Job application form
147. Late arrivals protocol
148. Latex rubber allergy protocol
149. Lead Staff Statement
150. Learning contract
151. Legionella Management
152. Letter requesting medical occupational health report
153. Locum Agreement
154. Maintenance checklist

155. Management of test results
156. Mandatory training Policy
157. Maternity policy
158. Maternity risk assessment
159. Medical Report Recruitment Procedure
160. Medical student health and safety handbook
161. Medicines Management Policy
162. Mental capacity act policy
163. Mobile phone policy staff
164. Needlestick injuries protocol
165. NICE guidelines protocol
166. Non Disclosure Agreement
167. Notification of infectious diseases
168. Overtime Claim Sheet
169. Oxygen and defibrillator checklist
170. Oxygen handling and storage protocol
171. Paternity Leave Policy
172. Patient asking to record consultation
173. Patient records policy
174. Personal belongings policy
175. Personal details employee record
176. Petty cash procedure
177. Portable appliance testing (PAT) policy
178. Post Reference Confirmation
179. Premises standards
180. Prevent Strategy Protocol
181. Privacy Notice for Website
182. Probationary Period Extension of probationary period letter
183. Probationary period guidance for new employee letter
184. Probationary period invite to review meeting letter
185. Probationary Period Invite to review meeting where there is an unsuccessful outcome letter
186. Probationary Period Review documentation
187. Probationary period Successful outcome letter
188. Probationary period Unsuccessful outcome letter
189. Probationary period policy
190. Professional membership renewals procedure
191. Purchase order template
192. Record of contact
193. Recording Patient Data
194. Records Retention
195. Recruitment employment offer letter
196. Recruitment Policy
197. Recruitment qualification checking policy
198. Recruitment reference requesting protocol
199. Redundancy policy
200. Redundancy selection matrix template
201. References giving for former employees policy
202. Referral Management Pathway
203. Refrigeration of pharmaceutical products protocol
204. Rehabilitation of offenders employee declaration
205. Rejection letter for unsuccessful job applicants
206. Resignation confirmation letter
207. Retention Schedules
208. Retirement policy
209. Return to work form after sickness absence
210. Right to accompaniment policy
211. Risk assessment and employment checks staff
212. Safeguarding Policy
213. Safety alerts protocol
214. Second job policy
215. Selection of new instruments and equipment protocol
216. Serious untoward incidents (SUI) policy for handling
217. Service level agreement Cleaning Contract
218. Shared Parental Leave Acceptance Form
219. Shared Parental Leave Application Form
220. Shared Parental Leave Meeting Invite Letter
221. Shared Parental Leave Policy
222. Shared Parental Leave Rejection Letter
223. Sick Pay Policy
224. Sickness Absence Final attendance caution letter
225. Sickness Absence Final formal meeting invite letter long term sickness letter
226. Sickness Absence Final formal meeting invite letter short term Absence Letter
227. Sickness Absence First formal meeting invite short term Absence Letter
228. Sickness Absence Informal sickness meeting outcome short term sickness letter
229. Sickness Absence Long term sickness meeting outcome letter
230. Sickness Absence Management procedure
231. Sickness Absence Meeting invite long term sickness absence letter

- 232. Sickness Absence Second formal attendance meeting invite short term sickness absence letter
- 233. Sickness Absence Short term sickness absence dismissal outcome letter
- 234. Sickness Absence and reporting policy
- 235. Significant event toolkit
- 236. SLA Healthcare providers
- 237. Smoking at work Staff policy
- 238. Smoking ban patients and public policy
- 239. Social media policy allowing personal use
- 240. Social media policy not allowing personal use
- 241. Staff development planning worksheet
- 242. Staff Leave & Absence policy
- 243. Staff search policy
- 244. Staff Training Matrix
- 245. Mandatory Training Requirements - CQC
- 246. Statutory notification Outcome 27
- 247. Statutory Notification Outcome 28
- 248. Sterilisation of instruments
- 249. Stress at work policy
- 250. Stress Practice Tool
- 251. Study and training policy
- 252. Summary of hours pay holiday entitlement
- 253. Telephone consultation protocol
- 254. Telephone service protocol
- 255. Telephone usage policy
- 256. Test_Results_Recording_Tool
- 257. Timekeeping Time off and unauthorised absence policy
- 258. Time off in Lieu - Overtime
- 259. Training costs agreement
- 260. Training evaluation form
- 261. Training needs assessment
- 262. Training Requirements
- 263. Unauthorised absence first letter
- 264. Unauthorised absence second letter
- 265. Unauthorised absence third letter
- 266. Unpaid leave policy
- 267. Wart clinic information and consent form
- 268. Whistleblowing Policy
- 269. Withdrawal of Offer of Employment
- 270. Work performance Improved outcome letter
- 271. Work performance invite to formal hearing letter
- 272. Work performance Invite to informal discussion letter
- 273. Work performance capability procedure for managing poor work performance
- 274. Work performance improvement plan (PIP)
- 275. Work performance outcome Written warnings letter
- 276. Work performance preparatory guidance for informal discussion meeting
- 277. Working from home policy
- 278. Year end checklist
- 279. Zero tolerance policy

End of Document
