

Brigstock Skin and Laser Centre



6. Policies and Procedures

Document Classification: Policy		Document No: 06
Issue No: 01		Date Issued 23/06/09
Pages: 2	Author C. Lyons	Review Date: 25/06/2020
Revisions & Reviews:		[Enter details of revisions below]
Date	Author	Reason for Changes:-
13.8.10	CL	Reviewed document
1.7.11	CL	Reviewed document
27.8.12	CL	Reviewed document
28.8.13	CL	Reviewed document
13.10.14	CL	Reviewed document
24.10.15	CL	Reviewed document
16.12.16	KH	Reviewed document
19/02/2018	CL	Reviewed document

25/06/2019	NM	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 at least every three years and the date of review is included within each written policy and procedure.

6.1.4 Brigstock skin and laser Centre 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 staff 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.