

**PERSONNEL POLICIES
AND
PROCEDURES
FOR
HEALTH CARE FACILITIES**

A Manager's Manual and Guide

Eugene P. Buccini
and
Charles P. Mullaney

Personnel Policies And Procedures For Health Care Facilities A Managers Manual And Guide

CH Cherryholmes



Personnel Policies And Procedures For Health Care Facilities A Managers Manual And Guide:

Personnel Policies and Procedures for Health Care Facilities Eugene P. Buccini, Charles P. Mullaney, 1989-08-09 A unique manual for managers in health care facilities this volume contains model policies and procedures found through experience to be useful in helping managers manage their work force while at the same time enhancing the employee relations atmosphere The policies and procedures are designed so that they can be incorporated into company personnel policy manuals as is or modified and adapted to meet the needs of individual organizations Included are guidelines for promoting fairness and consistency as well as those aimed at enhancing employee morale and effectiveness Throughout the authors have written the manual with a view toward preventing potential legal problems before they begin The volume begins with a section explaining how to use the various sections of the manual how to customize where necessary to reflect organizational goals how to develop an employee handbook and how to add additional information such as organization history and structure There follow comprehensive sections that deal with virtually every aspect of employment policies wages and overtime benefits policies the employee and his or her job employee conduct and safety and security Included are policies to deal with such increasingly difficult problems as drugs and alcohol abuse sexual harassment and discrimination terminations and layoffs insurance and employment of minors as well as basic employment policies ranging from recruitment and hiring to vacations and sick leaves National Library of Medicine Current Catalog National Library of Medicine (U.S.), 1990

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comprehensive overview of the fundamental issues related to laboratory planning and design. He also provides designers with a clear and rational framework through which to approach this highly challenging and rewarding design specialty. A superb learning tool for students and professionals just getting started in lab design and a valuable one volume reference for the experienced professional. *Design and Planning of Research and Clinical Laboratory Facilities* features Step by step guidance through the complex maze of codes specifications standards and official guidelines relating to the planning design and construction processes. New and updated design criteria based on the most recent laws and regulations. Master plans facility programs functional programs and requirements programs for a wide variety of scientific and medical disciplines and support facilities. Comprehensive lists of relevant codes regulations standards guidelines and important architectural structural mechanical electrical and plumbing criteria. Research and clinical laboratory facilities are perhaps the most complex structures to plan and design. Intimidated by a vast and seemingly impenetrable body of codes regulations and design criteria pertaining to lab design and construction many architects unfortunately choose to avoid what can be one of the most profitable and professionally rewarding areas of specialization. Written by an architect with more than thirty three years of experience as a master planner and programmer of laboratories and clinical facilities this book demystifies the process of laboratory planning and design. It provides a comprehensive overview of the fundamental issues related to laboratory design and offers readers detailed step by step guidance through the complex maze of design specifications and codes standards and official guidelines that must be addressed during the programming planning design and construction process. Focusing mainly on laboratory programming planning and design criteria for wet laboratory environments Leonard Mayer provides examples from numerous master plans facility programs functional programs and requirements programs applicable to a wide variety of scientific and medical disciplines and related facilities. Related functions and activities include administrative offices computer centers core service and support building services facilities and more. He presents new and updated design criteria based on recent laws and regulations and supplies readers with comprehensive lists of relevant codes regulations standards guidelines and architectural structural mechanical electrical and plumbing criteria. *Design and Planning of Research and Clinical Laboratory Facilities* is an excellent primer for architecture students and newcomers to the field as well as an indispensable single volume reference for experienced professionals. It is also an invaluable resource for researchers and investigators facility planners and managers plant engineers and all others involved with the design construction maintenance and administration of laboratory facilities. *The Journal of Long Term Care Administration* ,1979

Diabetes Dateline ,1987

Community and Nurse-Managed Health Centers Donna L. Torrisi, 2005-06-03

Designated a Doody's Core Title Winner of an AJN Book of the Year Award. A National Nursing Centers Consortium Guide. This book provides a step by step guide to starting and sustaining a community health center with an emphasis on nurse managed centers. The authors share their firsthand knowledge with readers including information on developing a mission

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