**People Management – Human Resource Functionality**

Many of us do not have access to full time people management or the support of a human resources department – we have neither the capacity to carry the cost of a full time HR professional, nor do we have the space in our clinic. The answer – utilize the services available from the dermatology business accelerator group. Expert support when you need it, expertise in all aspects of people management without the expense burden that you would expect.

Our standard package of human resource services comprises an annual contract that starts with a full audit and report showing you where your practice stands:

* + - * Human Resource audit with full report and recommendations
	+ Looking at all aspects of your HR policies and procedures
	+ Environmental Health & Safety compliance
	+ Regulatory posting requirements compliance
	+ Work instructions and standard operating procedures (SOPs)
	+ Quality processes and documentation; exception reporting
	+ Compliance with SOPs across the practice; exception reporting
	+ Compensation and benefits analysis
	+ ‘Hiring and firing’ processes; any vulnerabilities?

Moving forward we include all of the following services in our standard HR support agreements:

* + Policy & Procedure Manual
		- Develop, document and implement to meet the needs of the practice
		- Annual reviews with refreshment and updates each year
		- Job Descriptions
			* Will be created for all positions
			* Standardized approach across the practice
			* Align staff expectations
			* Serve as basis for implementing a performance management process
			* Annual staff performance management process
			* Develop, document and implement annual staff appraisal process
			* Support the practice in managing timely performance of the annual cycle:
				+ Setting goals and objectives
				+ Staff coaching and informal feedback
				+ Formal annual performance evaluations
				+ On-call professional HR support always available during normal business hours
				+ Expertize ‘on demand’ to assist with staff needs/problems/concerns
				+ After hours telephone support for handling urgent, difficult situations

We are also able to offer additional HR services as upgrades to our standard agreement:

* + - * + Recruiting

Sourcing & screening candidates

Interview coaching to help you hire the right people

* + - * + Absence tracking

Vacation time taken vs. available

FMLA

Missed days

* + - * + Training & development
				+ Annual safety training
				+ Regulatory and compliance training
				+ Anti-harassment training and conflict resolution
				+ Other service options
				+ Staff benefit refreshment - scope and Cost
				+ Practice insurance review – Worker’s Comp. and professional liability
				+ Payroll processing

Contact us for more information and a no-obligation discussion. Tell us your current situation and we’ll provide full details of the solutions that we have available to bring you the peace of mind that comes from knowing your practice is in compliance and not vulnerable to unforeseen staffing issues, with ‘on demand’ expertise overseeing your policies and procedures.