



HR for ODs

The Comprehensive Guide to Staffing an Optometric Practice

All the reference materials you need to deal with any staffing issue. Includes a CD with forms, checklists, letters and samples to edit for your practice.

PEN Members: \$150.00 List Price: \$195.00

- 1. Employee Policy Manual:** Getting Started, What to Include, Your Finalized Handbook
- 2. Recruitment & Hiring:** Creating a Profile of the Perfect New Employee, Finding Quality Applicants, Managing the Applicant Pool, Interviewing, Evaluation & Selection
- 3. Personnel Files:** Record Retention Requirements, Wage & Hour Compliance, IRS Rules on Independent Contractors, Employee's Access to His/Her Personnel File, Federal & State Compliance Posters, Sexual Harassment Information, Occupational Safety & Health Administration (OSHA), Components of the Personnel File, Medical Information, Confidentiality
- 4. Training Checklist:** How to Use the Training Checklist, All New Employees, Front Desk & Reception, Clinic, Eyewear Dispensary, Contact Lens Dispensary, Administration, In-House Lab, Performance Evaluations, Three Steps for a Successful Review Process, The When's, Where's and How's of Performance Reviews, Key Legal Issues
- 5. Staff Incentives:** Staff Compensation: Expense or Investment?, The Foundation of an Incentive Program, Avoiding Problems, The Doctor's Role, Monetary Incentive Programs, Non-Financial Staff Incentives, The Next Step, Incentive Program Planning Checklist, Sample Incentive Plans, Potential Rewards & Awards for Staff
- 6. Discipline & Termination:** Discipline, When to Step In & Take Action, How to Approach an Employee, Progressive Discipline, Key Legal Issues, Termination, Before You Dismiss, The Termination Meeting, Key Legal Issues, Exit Interviews