



<b>Chapter:</b>	<b>Managerial</b>	<b>Date Approved:</b>	January 2014
<b>Subject:</b>	Human Resources Management		

<b>Policy</b>	<p>This policy has been developed to guide the New Vision Family Health Team (NVFHT) in the management of its human resources at all levels of the organization.</p>
<b>General</b>	<p>All staffing and employment functions, including physician recruitment, will be coordinated and administered by the Executive Director and/or FHT Lead Physician. The NVFHT recruitment and hiring policy is designed to find and attract the most highly qualified person available to fill a vacancy in a timely and efficient manner. The NVFHT may pursue all avenues available, including promotion from within, employee referrals, outside advertising, and employment agencies to achieve this goal.</p> <p>All staffing and employment functions including reference and background checks will be coordinated and administered by the Executive Director and/or FHT Lead Physician. The FHT relies upon the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsification, or material omissions in any of this information or data may result in the removal of the individual from further consideration for employment or, if the person has been hired, termination of employment.</p> <p>As a condition of employment, all applicants will be required to sign an employee agreement/contract.</p>