

# New HR Checklists to Streamline Your Practice



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Human resources consume a tremendous amount of time for the average practice. The paperwork alone is overwhelming for many practice executives, especially coupled with other duties and management responsibilities. The Great Resignation has brought the need for a strong recruitment and retention plan to the forefront of practice management. A single, unintentional misstep can not only cost a practice a good employee, but it can result in an HR nightmare with accusations of discrimination, bullying, or worse. The key to avoiding such accusations is a consistent approach to the hiring, training, and evaluation of all employees. Checklists are a great way to ensure all employees, either current or potential, are treated equally. SVMIC is pleased to share with our members and their practice leaders our newly developed HR Toolkit.

The SVMIC Human Resources Toolkit provides an “at-a-glance” view of the key steps in an employee’s life cycle with handy, easy-to-use checklists to support each stage. Beginning with the recruitment and hiring process and continuing through onboarding, the

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toolkit offers suggestions for improving retention. If needed, for those unfortunate situations, a performance improvement plan and a termination checklist are also available. The toolkit is designed to be used in its entirety for every employee, or individual sections may be downloaded for use as needed. When you already have a full plate, this is a great resource to ensure nothing falls through the cracks.

Members and their staff can access the HR toolkit on the Vantage® Resources page at this [link](#).

The HR Toolkit is one of the many ways SVMIC can help with your HR challenges. Our Medical Practice Services Consultants are available to assist with those tough HR questions. Additionally, we can perform an assessment of your practice's culture to help you keep those great employees once you find them. A variety of educational topics are also available to supplement your professional development efforts with your team. Reach out to us at [ContactSVMIC@svmic.com](mailto:ContactSVMIC@svmic.com) or 800.342.2239 and ask for Medical Practice Services.

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