Executive Meetings Policy

Executive meetings are to be held every other Friday and are headed by the owners with attendance from the practice manager, HR manager, and clinical manager.

The executive meeting is used to review the strategic efforts that need to occur in order to move the company forward towards achieving its financial and statistical goals in support of the company mission. The practice manager takes notes during the meeting and sends them out to all attendees at the conclusion of the meeting.

The following is the meeting format:

1. Review any emergencies and their handling. Find which policy was not followed or needs to be amended/written to prevent such emergencies in the future.
2. Review any general business concerns, including
	1. personnel changes (hiring or termination of any employees)
	2. personnel that will be out/who will be covering their duties
	3. new policies
	4. protocol changes
3. Report on departmental statistics, including the main company statistics and each of the divisional statistics.
4. Create a plan of action for the managers to improve or continue the statistical increase.

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