



Policies and Procedures

- Head to Primecare's website, click on the **'Employee Portal'** and enter the password.



Guest Area

Please enter the password below.

- Next, click on the '**Policies and Procedures**' button as highlighted below.

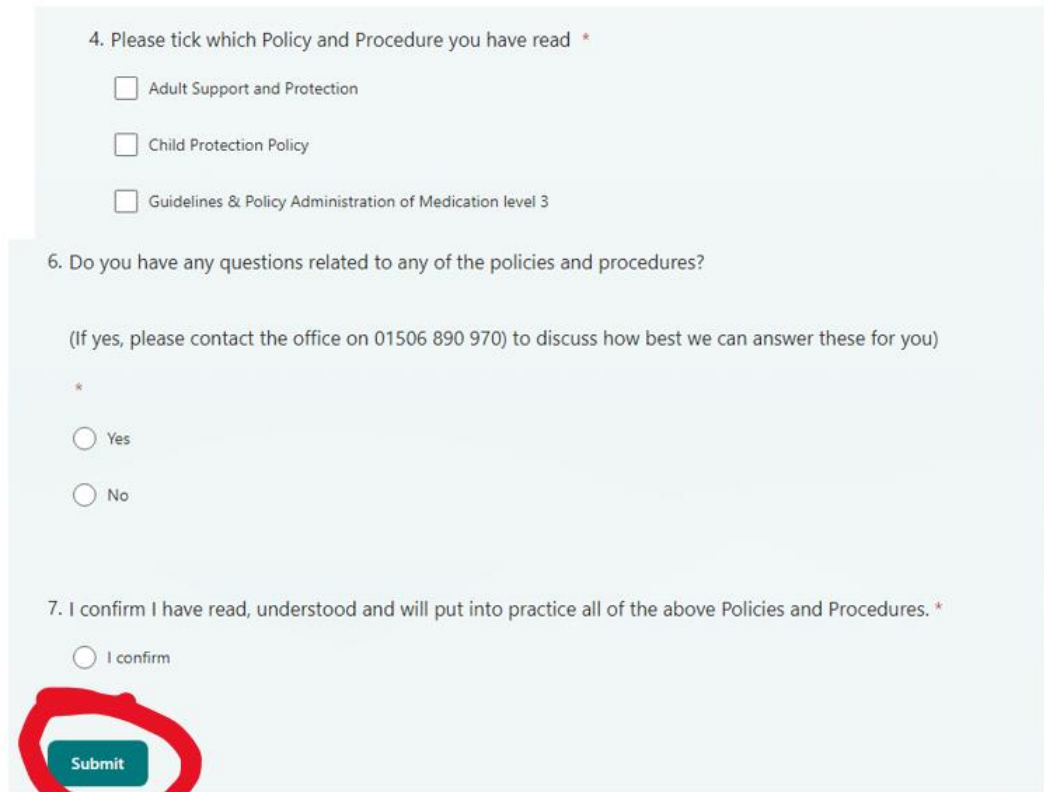


- Read all the '**Policies and Procedures**' (some are only a couple of pages long).

- Once they have all been read, click on **'Sign Documents'** as highlighted below.



- Then click on the box next to each Policy and Procedure. It's better to read all the Policies and Procedures first, so that you can tick all the boxes in one go.



4. Please tick which Policy and Procedure you have read *

☐ Adult Support and Protection

☐ Child Protection Policy

☐ Guidelines & Policy Administration of Medication level 3

6. Do you have any questions related to any of the policies and procedures?

(If yes, please contact the office on 01506 890 970) to discuss how best we can answer these for you)

*

☐ Yes

☐ No

7. I confirm I have read, understood and will put into practice all of the above Policies and Procedures. *

☐ I confirm

Submit

- Finally, click on the **‘Submit’** button at the bottom.

That's it!