



PASOS PARA HACER UN MANUAL DE PROCEDIMIENTOS



Establece los objetivos

Define bien tus objetivos y luego pregúntate cuáles son los procesos que necesitan estar documentados, con el fin de que se cumplan en tiempo y forma.



Ve de más a menos

Puedes comenzar por ver el panorama completo de tu organización, para que tu manual comunique eficientemente cuáles son los objetivos de cada procedimiento específico descrito.



Describe los procesos y su alcance

Describe cuáles son los procesos que necesitan documentarse, cómo se relacionan y cuál es la secuencia lógica de pasos para asegurar el logro de los objetivos comerciales que hayas planteado.



Incluye las normas y políticas

Asegúrate de incluir todo lo que necesitas para cumplir con las normas que garantizan la calidad de los procesos, así como la precisión de los resultados operativos de tu empresa.



Señala obligaciones

Trata de especificar cuáles son los roles (en los diferentes departamentos) que están involucrados en los procesos, porque algunos podrían abarcar diferentes departamentos o equipos.



Redacta el documento

Redacta tu manual de procedimientos. Recuerda que debes revisarlo constantemente para comprobar su vigencia o realizar algunas modificaciones, puede ser impreso o digital.

Como Elaborar Y Usar Manuales De Procedimientos

G Thomas



Como Elaborar Y Usar Manuales De Procedimientos:

Manual para elaborar manuales de políticas y procedimientos Martín G. Alvarez Torres,1996 Proyectos de inversion Serrano, Francisco Gerardo,2020-11-04 En esta segunda edici n la obra tiene como objetivo conocer el concepto clasificaci n e importancia de los proyectos de inversi n a trav s del an lisis formulaci n y evaluaci n financiera de los mismos mediante la descripci n y el an lisis de cada uno de los aspectos que integran un proyecto de inversi n asimismo se apoya del uso de nuevas herramientas como la inform tica la globalizaci n y la nueva administraci n p blica que permite medir el riesgo del proyecto y poder tomar una decisi n adecuada a nivel organizacional *Diario oficial* Mexico,1902 *Infotal* Escuela de Administraci n de Negocios para Graduados. Centro de Documentaci n,1993 LEV ,1999 **Manual de Farmacología** A. López Castellano,V. Villagrasa,L. Moreno,2010-11-11 Se presenta la 2 a edici n de esta interesante obra en el rea de Farmacolog a de la mano de las profesoras del Departamento de Fisiolog a Farmacolog a y Toxicolog a de la Universidad CEU Cardenal Herrera de Valencia Las tres autoras tienen una amplia y reconocida experiencia tanto a nivel docente como de investigaci n En la elaboraci n de cada uno de los cap tulos han colaborado profesores universitarios de las reas de conocimiento de Farmacolog a Farmacia y Tecnolog a farmac utica as como farmac uticos comunitarios expertos en el tratamiento de la patolog a correspondiente El objetivo de la obra es proporcionar la informaci n necesaria que permita un uso racional de los medicamentos Con el fin de facilitar la consulta el libro se estructura por enfermedades de los diferentes sistemas del organismo y se aborda la descripci n de cada patolog a tratamiento farmacol gico y actuaci n del farmac utico La obra proporciona los conocimientos necesarios que debe tener el profesional para la dispensaci n activa indicaci n o consulta farmac utica as como para un correcto seguimiento farmacoterap utico o simplemente para una buena educaci n sanitaria Se incide en todos aquellos aspectos que el farmac utico debe conocer para acercarse al paciente y de esta manera ofrecer los recursos necesarios para que los presentes y futuros profesionales sanitarios puedan promover la utilizaci n de los medicamentos de forma racional La presente edici n realiza una actualizaci n farmacoterap utica de todos los cap tulos del libro y una revisi n y en su caso una ampliaci n de la atenci n farmac utica y uso racional del medicamento en cada una de las patolog as que se tratan en la obra Como principales novedades se ha incluido un cap tulo dedicado al tratamiento de la enfermedad de Alzheimer y otro al tratamiento del Parkinson La obra est dirigida tanto al estudiante de Farmacia Farmacolog a y Terap utica I y II 4 o curso como al profesional fundamentalmente al farmac utico comunitario Esta nueva edici n tendr un enfoque m s dirigido a Atenci n Primaria Proporciona la informaci n necesaria para permitir y promover un uso racional de los medicamentos Con el fin de facilitar la consulta el libro se estructura por enfermedades de los diferentes sistemas del organismo y se aborda la descripci n de cada patolog a tratamiento farmacol gico y actuaci n del farmac utico La obra proporciona los conocimientos necesarios para la dispensaci n activa indicaci n o consulta farmac utica as como para un correcto seguimiento farmacoterap utico o simplemente para una buena educaci n sanitaria **Diario Oficial**

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