

NHSScotland Flexible Work Location and Flexible Work Pattern Policy : flowchart

This flowchart provides a summary and shows the order of the main steps in the policy process. It is designed to support the full content of the <u>NHSScotland Flexible</u> <u>Work Location Policy</u> and the <u>NHSScotland Flexible Work Pattern Policy</u>.

Flowchart symbols and their meaning



Start/end

This shape represents the start and end point of a system or process. It usually contains the word 'Start' or 'End'. A flowchart generally has one start point but can have multiple endpoints.



Flow line

A line with an arrow shows the direction of the flow through the flowchart.



Process

Can represent a single step or multiple steps within a larger process on the flowchart.



Decision

Sometimes a decision is needed before moving on to the next step in the process. This shape asks a 'yes' or 'no' question. The answer determines which arrow you follow out of the decision shape.



Outgoing off-page connector

This shape shows where the process continues on another page of the flowchart document. Click this shape to go to the page.



Incoming off-page connector

This shape shows the page you are currently viewing.





