

BUSINESS CARDS

PROCEDURE[®]

DOCUMENT SUMMARY/KEY POINTS

- Provides instruction on how to order business cards for The Sydney Children's Hospitals Network (SCHN), The Children's Hospital at Westmead (CHW), Sydney Children's Hospital, Randwick (SCH), Bear Cottage, Kids Research Institute, Cancer Centre for Children, Heart Centre for Kids and Trapeze.
- Standard business card templates have been developed for relevant entities and previously approved and therefore cannot be changed.
- A purchase order must be raised in Stafflink against the relevant cost centre. The purchase order number must be included in the order for it to be processed.

CHANGE SUMMARY

- Not applicable – new document.
- 26 August 2015 – addition of Cancer Centre for Children

READ ACKNOWLEDGEMENT

- SCHN Staff interested in sourcing business cards for work purposes should read this document.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st October 2015	Review Period: 3 years
Team Leader:	Director	Area/Dept: Community Relations & Marketing

1 Introduction

Business cards may be required by some staff at The Sydney Children's Hospitals Network (SCHN) to help undertake the duties of their role. Business Cards can be used to provide key stakeholders with contact information. Stakeholders may include parents and carers, hospital guests and external colleagues.

This document is to establish a standard process for the development and approval of business cards for SCHN staff. It is applicable to all SCHN staff from the various facilities who are interested in sourcing business cards for work purposes.

SCHN facilities that business cards are created for through the online business card creation portal include:

- The Children's Hospital at Westmead (CHW)
- Sydney Children's Hospital, Randwick (SCH)
- Bear Cottage
- Kids Research Institute
- Cancer Centre for Children
- Heart Centre for Kids
- Trapeze

2 Business Card eligibility and ordering process

2.1 Eligibility

Not all staff require business cards to fulfil the duties of their role. It is at the discretion of the requesting staff member's Department Head and Clinical Program Director as to whether their request for business cards is approved.

Key consideration will be provided to staff who regularly meet with or need to communicate with hospital guests, external suppliers, colleagues and peers, as part of their work duties.

2.2 Design and management

Different business card designs are available for use by staff across the Network which also address any alliances with affiliated brands i.e. universities. All designs have been developed in accordance with the Network's corporate branding guidelines and the relevant entity.

Members employed in Network positions have a separate business card design which adheres to the SCHN corporate branding guidelines.

The business card design process is managed by the Public Affairs (SCH) and Public Relations (CHW) teams.

These business cards must be used, without alteration. Staff are not permitted to source their own business card design with external suppliers.

2.3 Ordering process

While the same online ordering system can be used across all sites, the process at each Hospital does differ slightly. Please ensure the correct template is selected before completing the order.

Procedure

1. To make the initial request and to start the ordering process:
 - i. SCH appointed staff – should contact the SCH Corporate Services Team.
 - ii. All other staff – should contact Public Relations at CHW (PR) reception
2. A response will be provided by email that:
 - i. Provides a business card price guide
 - ii. Provides instructions on how to order business cards through the online business card creation portal
 - iii. Notifies you that a personalised login to the online portal is being created and will be forwarded when completed.
3. Whilst waiting for the personal login to be created, go to Stafflink and raise a purchase order (PO) for the business cards against your cost centre.

Note:

- Prices for business cards can be found in the price guide supplied at step 2
 - It is preferable that only one PO is raised per order
4. After the PO has been raised and you have received your personalised login, go to the online business card creation portal and follow the instructions to create a business card using the desired template. If there is any doubt as to what template should be used contact PR or the SCH Corporate Services Team for clarification. Generally the following should occur:
 - **SCHN appointed positions** use The Sydney Children's Hospitals Network standard business card template.
 - **CHW appointed positions** use The Children's Hospital at Westmead standard business card template.
 - **SCH appointed positions** use the Sydney Children's Hospital, Randwick standard business card template
 - **Bear Cottage appointed positions** use Bear Cottage standard business card template
 - **Kids Research Institute appointed positions** use Kids Research Institute standard business card template
 - **Cancer Centre for Children appointed positions** use Cancer Centre for Children standard business card template

- **Heart Centre for Kids appointed positions** use Heart Centre for Kids standard business card template
 - **Trapeze appointed positions** use Trapeze standard business card template
5. When your order has been processed it will be automatically sent to PR/Corporate Services Team where they will ensure that the:
- PO number has been included
 - Correct business card template has been used, and
 - All of the contact details are correct.

If any of these details are incorrect, the request will be rejected and a notification will be sent to you.

6. When the order has been approved, PR/Corporate Services Team will order your business cards and notify you when they are available for collection.
7. On collection of your printed business cards, please receive items in Stafflink to ensure prompt payment is made to the supplier.

3 Enquiries:

- SCH appointed staff – should contact the SCH Corporate Services Team
- All other staff – should contact Public Relations at CHW (PR) reception

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