

EPERSONNEL FILE POLICY®

DOCUMENT SUMMARY/KEY POINTS

- An electronic personnel (e-personnel) file is maintained for each SCHN employee.
- Workforce Services is responsible for the creation, maintenance and storage of current and past employee e-personnel files in line with NSW Health Policy Directive [Recruitment and Selection of Staff to the NSW Health Service](#) and [State Archives and Records](#).
- **Employees** wishing to examine their e-personnel file should contact Workforce Services to make an appointment.

SCHN does not disclose e-personnel files (of current or past employees) or information to third parties without the employee's written consent, except when SCHN is legally required to do so.

- The following SCHN staff that may view (and add documents to) the e-personnel file of any employee in their respective Department, Program/Division or Directorate:
 - Department Head
 - Clinical Program Director/ Tier 3 Manager
 - Tier 2 Directors
 - Chief Executive (can access all employee's e-personnel Files)
 - Other SCHN employees as authorised eg the Internal Auditor, Government Information (Public Access) (GIPA), Workforce Services employees.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st March 2020	Review Period: 3 years
Team Leader:	Medical Workforce Manager	Area/Dept: Workforce

CHANGE SUMMARY

- Updated to reflect changes of recruitment, selection and appointment requirements from NSW Health in line with the [Recruitment and Selection of Staff to the NSW Health Service](#).
- Updated to include the change to e-personnel filing

READ ACKNOWLEDGEMENT

- All staff employed in the Workforce Services Department are required to read and acknowledge this document.
- All managers should be aware of this policy.

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Date Effective:	1 st March 2020	Review Period: 3 years
Team Leader:	Medical Workforce Manager	Area/Dept: Workforce

Policy

- E-personnel files will be maintained for all employees of The Sydney Children's Hospitals Network (SCHN) in line with relevant policy and legislation.
- E-personnel files are and remain the property of SCHN.

Note: Employees are defined as current and past employees, including Visiting Medical and Dental Officers and Honorary staff.

Procedures

Creating and Maintaining E-personnel Files

Workforce Services and Sydney Children's Hospital Randwick Nursing Workforce are responsible for the creation, maintenance and storage of current and past employee e-personnel files as per the Ministry of Health requirements and as required by [NSW State Archives and Records](#).

File Contents

The e-personnel file is derived from the recruitment file and includes important work-related documents, including:

1. General and Nursing recruitment

Unless otherwise indicated, all recruitment records should be kept in StaffLink Recruitment and E-signatures are accepted. For further information refer to appendix 1.13 of the [Recruitment and Selection of Staff to the NSW Health Service](#)

2. Junior Medical Officers (JMO) and Career Medical Officers (CMO)

JMO and CMO recruitment records should be kept in JMO eRecruit, StaffLink Recruitment or ePersonnel files in accordance with appendix 1.4 "Retention of Recruitment and Selection Records" of the [Recruitment and Selection of Junior Medical Officers to the NSW Health Service](#) or

- Recruitment approval (for offline)
- Position Description (for offline)
- Job application, resume (for offline)
- Model Health Declaration Form (for offline)
- Consent forms for pre-employment related checks (for offline)
- Drugs of Addiction Authority Form (for offline)
- National Police Check ID Form (for offline)

- Photo identification and documentation verifying Australian citizenship / Australian permanent residency / working visa status
- Signed National Police Check Consent Form (for offline)
- Relevant National Police Check/s and Service Check Register Check/s (for offline)
- True copy of Qualifications (if not listed in AHPRA)
- True copy of registration/licenses (if not listed in AHPRA)
- Completed Selection Report Form (for offline)
- Contract of employment or contract for services (for offline)
- Signed Contract Acceptance Form and Health Declaration Form (for offline paid employee)
- Signed NSW Health Code of Conduct (for offline)

3. Senior Medical and Dental Officers (SMDO)

For SMDO recruitment, the following recruitment, selection and appointment documentation should be included on StaffLink Recruitment, eCredential State-wide System, Trimmed Medical and Dental Appointment Advisory Committee minutes or ePersonnel files. For further information refer to appendix 2.2 of the [Recruitment and Selection of Staff to the NSW Health Service](#):

- Request under delegation form (if applicable)
- Position Description
- Model Health Declaration Form (for offline)
- Consent forms for pre-employment related checks (for offline)
- Drugs of Addiction Authority Form (for offline)
- National Police Check ID Form (for offline)
- Photo identification and documentation verifying Australian citizenship / Australian permanent residency / working visa status
- Signed National Police Check Consent Form (for offline)
- Critical Compliance Declaration Form
- Relevant National Police Check/s and Service Check Register Check/s (for offline)
- True copy of Qualifications (if not listed in AHPRA or eCredential State-wide System)
- True copy of registration/licenses (if not listed in AHPRA or eCredential State-wide System)
- Completed Reference Reports (for offline)
- Contract of employment or contract for services (for offline)
- Signed Acceptance Form

- Signed NSW Health Code of Conduct (for offline)
- Performance Review (Visiting Medical and Dental Officers)
- Notification of appointment including clinical privileges

4. Other relevant information

Other relevant documentation to include in all e-personnel files include but not limited to the following:

- Receipt, or acknowledgment between the employee and the employer, eg an agreement relating to a SCHN provided car
- Development plans
- Identification and/or documentation verifying Australian citizenship / Australian permanent residency / working visa status
- Relevant forms, e.g. relating to employee benefits, employment changes etc.
- Awards or citations for excellent performance
- Documents relating to the employee's separation from SCHN.

The following information should be stored in a separate, confidential file kept in a secure location and accessible only to authorised staff:

- Record of any risk assessments arising from a Service Check Register check or a National Criminal Record Check, and associated records
- Warnings and/or other disciplinary actions
- Any signed declarations and consent forms
- Any medical advice on an applicant's ability to carry out the inherent requirements of the position and any consequent decisions by the Health organisation

Privacy & Confidentiality

The SCHN complies with the [NSW Privacy and Personal Information Protection Act 1998](#) regarding the collection, access and storage of personal information.

Storage

E-personnel files of current and past employees will be stored electronically in a confidential and secure manner and is only accessible by Workforce Services staff and delegated staff as described in this policy.

Access

Persons who may access an employee's e-personnel file will be as follows:

- **Employees** wishing to examine their e-personnel file should contact Workforce Services to make an appointment. Upon presentation of suitable identification, the staff member can view their file in the presence of a Workforce Services representative and may request copies of documentation, request a correction be made to the file or that additional information is included. Employees *may not* request to have documents deleted/ removed from their file.
- **Past Employees** wishing to examine their e-personnel file should contact Workforce Services to make an appointment. Upon presentation of suitable identification, the staff member can view their file in the presence of a Workforce Services representative and may request copies of documentation.
- **Department Heads, Clinical Program Directors/ Tier 3 Managers, Tier 2 Directors and Chief Executive** may view (and add documents) to the e-personnel file of any employee in their department. Any documents that are regarded as adverse to an employee must be given to the employee prior to placing documents on the file.
- **Other SCHN employees as authorised** may access e-personnel files where it is directly relevant to their job and there is a specified reason to access the file, eg the Internal Auditor, Government Information (Public Access) (GIPA), Workforce Services employees.

SCHN does not disclose e-personnel files (of current or past employees) or information to third parties without the employee's written consent, except when SCHN is legally required to do so.

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