

EPERSONNEL FILE POLICY®

DOCUMENT SUMMARY/KEY POINTS

- An electronic personnel (e-personnel) file is maintained for each SCHN employee.
- People and Culture - 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 \[PD2023_024\]](#) and [State Archives and Records](#).
- **Employees** wishing to examine their e-personnel file should contact People and Culture 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 employees that may request to view or add documents to the e-personnel file of any employee in their respective Department, Program/Division or Directorate:
 - Department Head
 - Clinical Stream 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), People and Culture employees.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st December 2023	Review Period: 3 years
Team Leader:	Recruitment and Transactional Manager	Area/Dept: Workforce

CHANGE SUMMARY

- Updated to reflect changes of JMO StaffLink Recruitment and Onboarding system. Updated to include the change to e-personnel filing.
- Updated links to PD2023_024.

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.

TABLE OF CONTENTS

Policy	3
Procedures	3
Creating and Maintaining E-personnel Files	3
File Contents	3
1. <i>General and Nursing recruitment</i>	3
2. <i>Junior Medical Officers (JMO) and Career Medical Officers (CMO)</i>	3
3. <i>Senior Medical and Dental Officers (SMDO)</i>	4
4. <i>Other relevant information</i>	5
Privacy & Confidentiality.....	5
Storage.....	5
Access.....	6

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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 paid employees Visiting Medical and Dental Officers and Honorary Medical Officers.

This policy is inclusive of **medical** (senior and junior), **nursing** and other **general** (allied health and non-clinical) workforce.

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 but not limited to:

1. General and Nursing recruitment

Unless otherwise indicated, all recruitment records should be kept in Human Capital Management Recruitment and Onboarding system (ROB) and E-signatures are accepted. For further information refer to Policy Directive PD2023_024 [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 ROB. For more information, refer to Section 4 (JMO Recruitment) and appendix 9 in PD2023_024 [Recruitment and Selection of Staff to the NSW Health Service](#).

- 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)
- Documentation verifying Australian citizenship / Australian permanent residency / working visa status
- Signed National Police Check Consent Form (for offline)
- Working with Children Check Clearance document (for offline)
- Overseas Police Certificate/s or NSW Statutory Declaration (Section 13.3 of the NSW Health Policy Directive PD2019_003 [Working with Children Checks and Other Police Checks](#))
- Relevant National Police Check/s and Service Check Register Check/s (for offline)
- Certified copy of Qualifications (if not listed in AHPRA)
- Certified
- Formal Offer of employment (for offline)
- Signed Formal Offer of Employment 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)

Unless otherwise indicated, all recruitment records should be kept in ROB, eCredential State-wide System, Trimmed Medical and Dental Appointment Advisory Committee minutes. For further information refer to PD2023_024 [Recruitment and Selection of Staff to the NSW Health Service](#).

The following documents are kept on the ePersonnel files:

- Model Health Declaration Form (for offline)
- Consent forms for pre-employment related checks (for offline)
- Drugs of Addiction Authority Form (for offline) Critical Compliance Declaration Form
- Relevant National Police Check/s and Service Check Register Check/s
- Working with Children Check Clearance document
- Overseas Police Certificate/s or NSW Statutory Declaration (Section 13.3 of the NSW Health Policy Directive PD2019_003 [Working with Children Checks and Other Police Checks](#))
- 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)
- Formal Offer 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)

4. Other relevant information

Other relevant documentation (if not available in ROB) 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 the official or private use of SCHN motor vehicles
- 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.
- 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 Police Check, and associated records
- Warnings and/or other disciplinary actions
- Any medical advice on an applicant's ability to carry out the inherent requirements of the position and any consequent decisions by SCHN.

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 are stored electronically in a confidential and secure manner and is only accessible by People and Culture - Workforce Services and delegated employees as described in this policy.

Access

The following people may request access to an employee's e-personnel file:

- **Employees** wishing to examine their e-personnel file should contact People and Culture - Workforce Services to make an appointment. Upon presentation of suitable identification, the employee can view their file in the presence of a People and Culture Workforce Services representative and may request copies of documentation. Employees *cannot* request to have documents deleted/ removed from their file.
- **Past Employees** wishing to examine their e-personnel file should contact people and Culture - Workforce Services to make an appointment. Upon presentation of suitable identification, the past employee can view their file in the presence of a People and Culture - Workforce Services representative and may request copies of documentation.
- **Department Heads, Clinical Program Directors/ Tier 3 Managers, Tier 2 Directors and Chief Executive** may request to view or 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 request to 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), People and Culture - 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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