

BUSINESS CARDS

PROCEDURE®

DOCUMENT SUMMARY/KEY POINTS

- Provides instruction on how to order business cards for Sydney Children's Hospitals Network (SCHN), The Children's Hospital at Westmead (CHW), Sydney Children's Hospital, Randwick (SCH), Bear Cottage, Kids Research, NSW Poisons Information Centre and Children's Court Clinic.
- 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

- Due for mandatory review
- Update of logos available as per NSW Government branding guidelines

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 March 2024	Review Period: 3 years
Team Leader:	Network Corporate Branding Manager	Area/Dept: Community Relations & Marketing

1 Introduction

Business cards may be required by some staff at 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 (portal) include:

- Sydney Children's Hospitals Network (SCHN)
- The Children's Hospital at Westmead (CHW)
- Sydney Children's Hospital, Randwick (SCH)
- Bear Cottage
- Kids Research
- NSW Poisons Information Centre
- Children's Court Clinic

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, Clinical Program Director or 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. All designs have been developed in accordance with the Network's corporate branding guidelines.

The business card ordering process is managed by SCH Corporate Service for SCH orders, and the Communications and Engagement Directorate for all other orders. The oversight of this process, including the design, is also handled by the Communications and Engagement Directorate.

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

Please ensure the correct template is selected before completing the order.

Procedure

1. If you already have a portal login, proceed to Step 2. For staff who do not already have a portal login please email your full name, position, department, and contact number to either:
 - i. SCH Corporate Services – for all SCH orders
 - ii. The Communications and Engagement Directorate – for all other orders

These details will be sent to the portal administrators for account creation. Once created, an email will be sent with your portal login information.

2. A Purchase Order (PO) needs to be raised against your cost centre in Stafflink for the business card order.

Note:

- Prices for business cards can be found on the portal
 - It is preferable that only one PO is raised per order
3. After the PO has been raised, log in to the portal and follow the instructions to create a business card using the desired template. If you are not sure which template should be used, please contact the Communications and Engagement Directorate for clarification.
 4. When your order has been processed it will be automatically sent to your nominated approver (as selected in Step 3) where they will ensure that the:
 - PO number has been included (and is for the correct amount/purpose)
 - Correct business card template has been used, and
 - Contact details are correct (including punctuation and capitalisation).

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

5. When the order has been approved, your order will be processed, and you will be notified when they are available for collection.
6. On collection of your printed business cards, please follow standard procurement processes to ensure prompt payment is made to the supplier.

3 Enquiries

- SCH appointed staff should contact SCH Corporate Services.
- All other staff should contact the Communications and Engagement Directorate.

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