



## Work Diaries Procedure

Procedure Number

CHC-PG-0069

Version Nos:

4

### 1. Purpose

This Procedure outlines the requirements for West Coast District Health Board (WCDHB) clinical staff members with regards to the management of personal work diaries.

### 2. Application

This Procedure is to be followed by all clinical staff members throughout WCDHB.

### 3. Definitions

There are no definitions associated with this Procedure:

### 4. Responsibilities

For the purposes of this Procedure:

*All Clinical Staff Members* are required to abide by the requirements of this Procedure.

### 5. Resources Required

This Procedure requires:

- i) Work Diary
- ii) WCDHB Accident/Incident Forms

### 6. Process

- 1.00 The WCDHB will (where appropriate) supply diaries to clinical staff members working in Inpatient settings and also in the community for the purposes of keeping basic details of work undertaken on a daily basis during the calendar year.
- 1.01 The contents of these work diaries are classified as official WCDHB records which may be required for legal and managerial investigations, as well as quality assurance monitoring/auditing.
- 1.02 Staff members may use an alternative work diary to those supplied by the WCDHB. However, once it is in use it becomes WCDHB property.
- 1.03 The name, workplace and telephone number of the diary holder is to be entered into the front of the diary.
- 1.04 Loss of a diary is to be reported to the staff member's manager as soon as is practicable and is to be recorded using the WCDHB Accident/Incident Recording System
- 1.05 When a staff member leaves the WCDHB, their work diary is to be returned to their Manager prior to them ceasing employment.
- 1.06 Work diaries contain sensitive, personal information, and are therefore subject to WCDHB Policies and Procedures regarding management of personal information.



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### 7. Precautions And Considerations

- The contents of the work diaries are classified as official WCDHB records
- When a staff member leaves the WCDHB, their work diary is to be returned to their Manager prior to them ceasing employment.
- Work diaries contain sensitive, personal information, and are therefore subject to WCDHB Policies and Procedures regarding management of personal information.

### 8. References

There are no other documents related to this Procedure.

### 9. Related Documents

WCDHB Management Of Personal Health Information Procedures

<b>Revision History</b>	<b>Version:</b>	4
	<b>Developed By:</b>	Human Resources Manager
	<b>Authorised By:</b>	Chief Executive Officer
	<b>Date Authorised:</b>	February 1998
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