

[insert organisation name/logo]

Personal File Review Procedure

1. Overview of the Procedure

This procedure outlines the process for conducting an internal review of [insert organisation name] personal files.

This procedure is to be read in conjunction with the Personal Records Policy and is to be followed by all staff members.

2. Considerations

[insert organisation name] implements a personal file review system to verify the quality of personal files.

The files of all staff members involved in managing personal files will be included in the review process.

3. Procedure Steps

3.1 Undertaking File Reviews

Personal file reviews will be undertaken [insert frequency] by [insert senior position]. At each file review, [insert number] current personal files will be selected at random for review.

A record of the staff member primarily responsible for managing the personal file will be recorded by [insert senior position] so that the files of all staff members are reviewed at least once in a calendar year. If [insert senior position] is also responsible for managing personal files, a review of their files will be undertaken by another staff member.

Personal file reviews will be undertaken using the Personal File Review Tool.

3.2 Documenting and Reporting File Reviews

The [insert senior position] inputs the results of personal file reviews into a spreadsheet and develops a summary of corrective actions. This report is provided to the CEO/Manager.

The reviewed personal file (with the completed File Review Tool attached) is returned to the staff member primarily responsible for completing the file with the File Review Tool checklist completed and written feedback included that identifies areas of excellence and those requiring corrections.

The staff member primarily responsible for completing the file will remedy any corrective actions identified in the file review within one month.

The **[insert senior position]** monitors and supports completion of corrective actions and records completion of corrective action in the file review spreadsheet.

Reference

This procedure is adapted from the NADA Client File Review Procedure.

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44