

Bethany Care Ltd

## Staff Personnel File

Policy &amp; Procedure 47

“Recruitment, selection and development of paid and unpaid staff that ensures they have the relevant values, skills, knowledge and competencies to support service delivery to service users.

Document Review Details	
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<b>Reviewed by</b>	Brian Lynch (Quality Assurance)
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<b>Amendment History</b>	DCR191A

## **1. Object & Field of Application**

- 1.1 This procedure has been created to ensure Bethany Care carries out transparent, accountable and robust recruitment and selection policies and procedures for all applicants and employees (permanent, temporary and voluntary), which meets all necessary regulatory requirements.

## **2. References**

- a) DSQ Companion Booklet to the Self-Assessment Guide

## **3. Legislation**

- Commonwealth Disability Services Act 1992
- Commonwealth Human Rights and Equal Opportunity Commission Act 1986
- Queensland Anti Discrimination Act 1991
- Commonwealth Disability Discrimination Act 1992

## **4. Definitions**

N/A

## 5 Procedure

- 5.1 Job Application – Response to the key selection criteria
  - 5.2 Minimum of 2 independent referees
    - These will be followed up at the discretion of the Service Manager.
  - 5.3 Induction checklist
    - To be present and completed in all files.
  - 5.4 Up to date Code of Conduct
    - The Code of Conduct is likely to change from time to time. It is vital that staff members have a valid signed copy in their personnel files.
  - 5.5 Position Description
    - This will be collaboratively reviewed at each annual staff appraisal
  - 5.6 Employment Contract
    - Signed by the Service Manager and employee.
    - Details what the organisation and employee can expect from one another during employment.
  - 5.7 Performance appraisal records,
    - Conducted annually.
    - Employee and manager appraise previous performance and identify agreed goals for the future.
    - Training needs and necessary support will be identified.
  - 5.8 Training attendance records
    - Staff development log must be present
    - Attendance certificates of training courses attended during employment at Bethany Care
  - 5.9 Blue card positive notice
    - Must be current
  - 5.10 Disability positive notice card (criminal history checks)
    - Must be current
  - 5.11 Driver's Licence (if applicable)
    - Must be current
  - 5.12 Car Insurance (if applicable)
    - Must be current
- Staff and management have a shared responsibility to ensure file information is kept current at all times.

END