

Records management

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Management of the Health Care Records is a key responsibility of all staff, and all employees are required to work within the scope of the Health Care Records Strategy and related policies and standard operating procedures.

Managers are responsible for ensuring that all staff under their supervision knows how to file and secure records appropriately in both clinical and non-clinical situations.

Corporate documents must be filed in the correct folders within the department file structure and must have the appropriate security classification applied when creating, managing and disseminating Trust documents/assets. Managers are responsible for ensure that records are destroyed according to the retention schedule of the document.

For clinical:

- Clinical areas that hold their own records outside of Medical Records must ensure that they are secure in locked filing cabinets or a locked room.
- Medical notes on wards must be secure in locked filing cabinets.
- Medical records must be returned to the Medical Records Library.

Please ensure this information is included during the departmental induction process for new staff.

Personnel records

Managers must also ensure that all staff records are accurate, up to date and remain confidential.

Personnel records contain personal information about the staff members here at the Trust and must be treated with the same sensitivity as medical records.

- Personnel records must be securely locked away in a designated area or file cabinet, with limited access
- Electronic personnel records must be filed within a secure folder on the file structure with limited access
- They must be filed correctly within the staff members personnel file
- They must be filed in a logical way, e.g. alphabetically, to ensure accessibility when needed
- They must not be left in view of other members of staff or the public
- They must be kept accurate and up to date
- They must only be accessed when necessary

They should be retained in line with the [NHS Records Management Code of Practice for Health and Social Care](#) – after a staff member leaves records must be kept until their 75th birthday, then they can be reviewed and destroyed if no longer necessary.