

I 2-6: Personnel records

Policy	Medical laboratories should maintain employee records that contain information integral to their laboratory-related work. Keep records of positions held and dates for each of these positions. This information is important for calculating employee benefits. All terms and conditions of employment should be a part of the personnel record.
What	<p>Personnel information that the laboratory maintains may differ in different regions and settings. While a complete list of information may include the following, some parts may not be required in all regions and all settings:</p> <ul style="list-style-type: none">• employment details;• original application and resume;• tests the employee is authorized to perform;• conditions of continued employment;• job description;• both original and subsequent competency assessments;• continuing education programmes attended;• personnel actions—corrective, disciplinary;• leave records;• health information, including records of work injury or exposure to occupational hazards, vaccine status, skin tests (if any);• performance appraisals;• emergency contact information.
Where	The personnel files should be kept in a secure site to protect confidentiality. Not all information needs to be maintained within the laboratory offices. Some institutions maintain a human resources or personnel department that may be responsible for employee records. Consider what is essential to be maintained in the laboratory itself, such as emergency contact information or job descriptions.