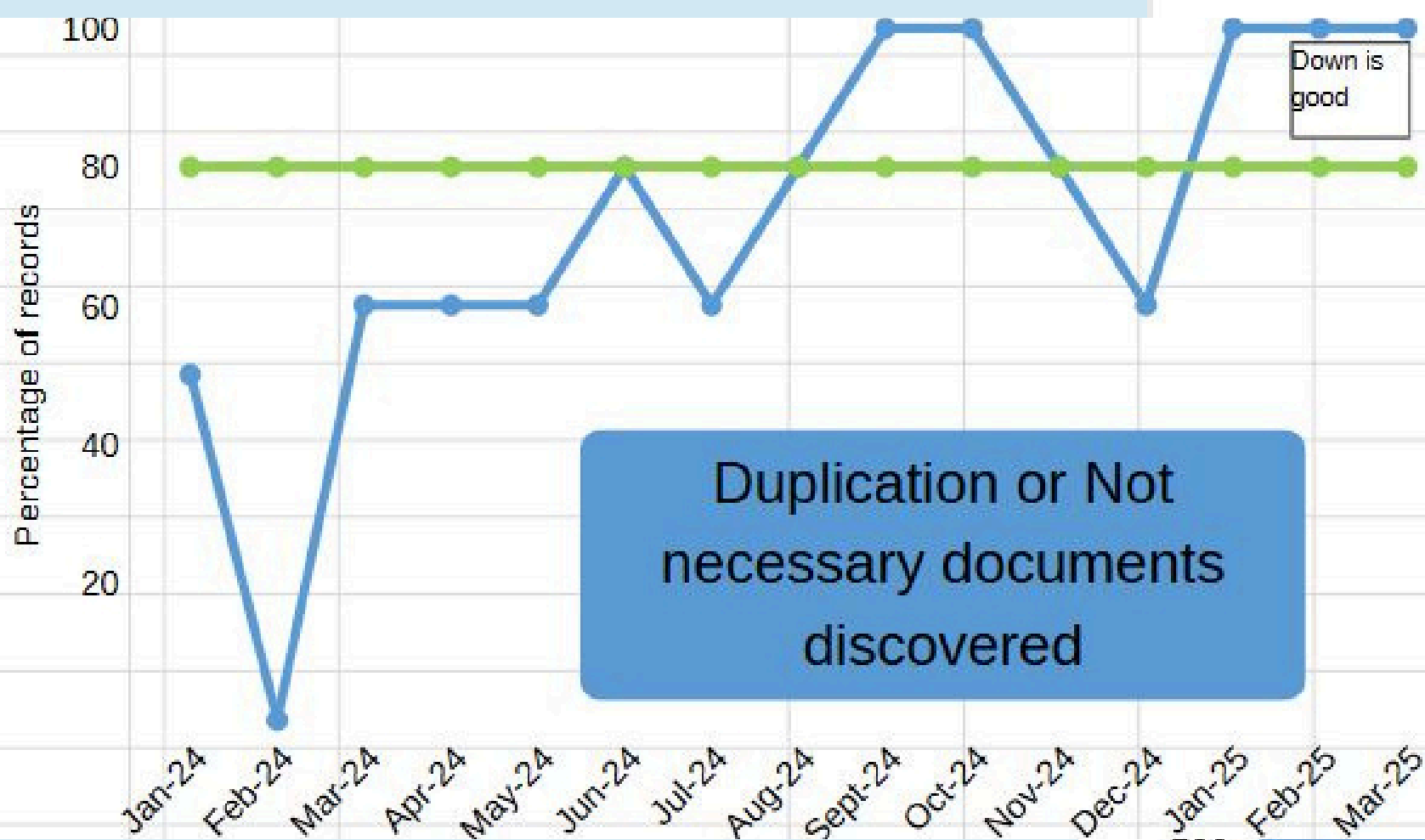
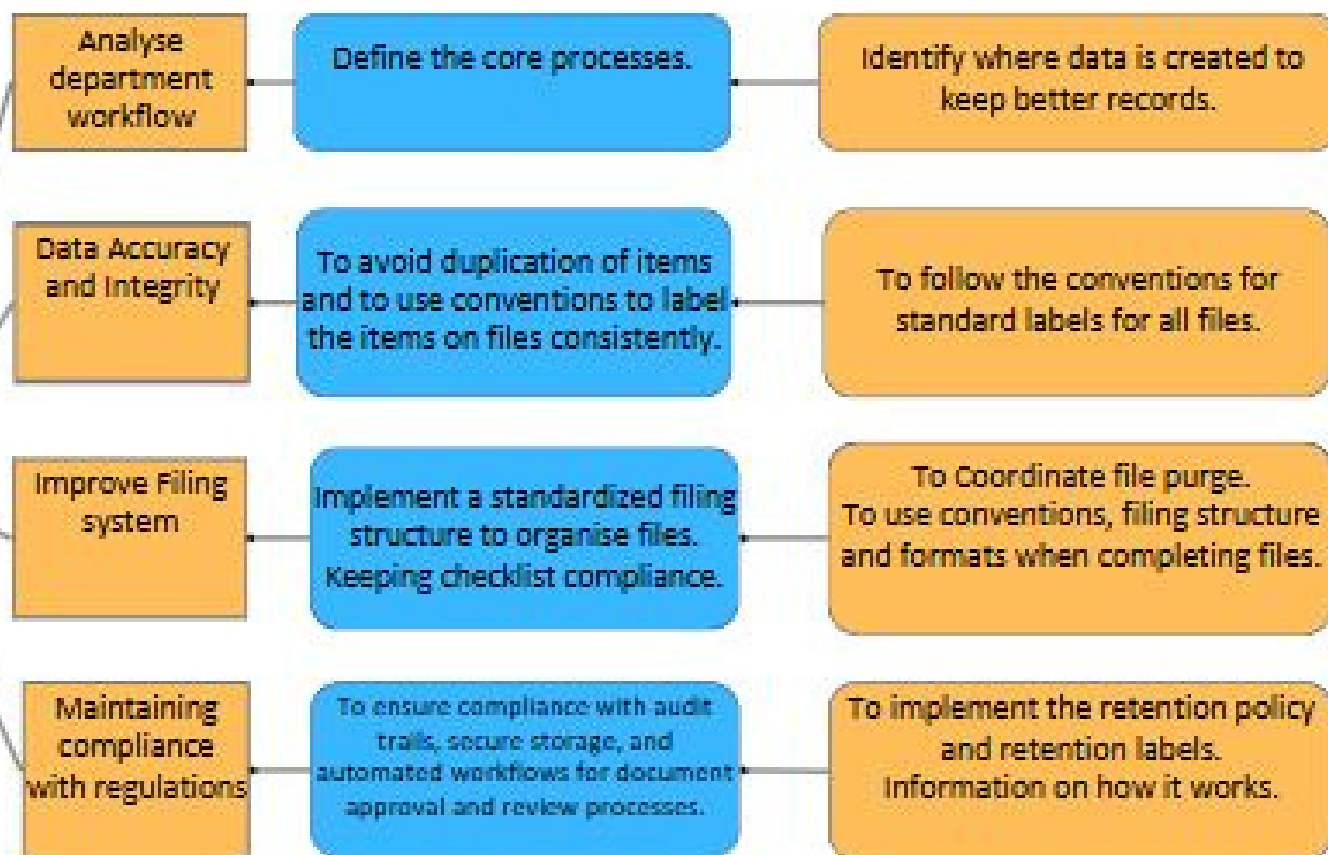


By Cecilia Irvine

Background and Driver Diagram

Design a document management system to ensure employee records are maintained within the legislative requirements

Aim
To improve the recruitment records management files including cleansing of unnecessary information in the last 05 years by 30% in accordance with the Records Management Code of Practice for Health and Social Care by 31.03.25.



The run chart shows that there is random variation within the system, there is an increase of duplication and not necessary information indicating improvement is required within the system.

Looking into the monthly data there is an improvement on the completion of checklist. From Nov 24 there are 5 data points above the median. If the same point applies in April 25 there will be non random variation and change in the system.



Results

Implementation, integration and use of a robust system:
- To be able to digitize, index and store all documents in a centralized repository.
- To ensure seamless document sharing, collaboration and role-based control.
To allow easy tracking of documents changes and ensuring the latest versions are accessible.
To include compliance features as audit trails, secure storage and automated workflows.

Conclusions

To improve the recruitment records management files:
• The use of robust security features, including encryption, role-based access controls, and secure user authentication to ensure sensitive information is protected from breaches.
• The use of electronic forms and automated workflows can streamline processes and improve communication between departments.
• A system that offers flexible integration capabilities and real time access to ensure a smooth transition and compatibility with current workflow