

Workforce equity register

Register | WRK-REG-003

Document type	Register
Title	Workforce equity register
Document ID	{{facility.code}}-WRK-REG-003
Version and status	1.0 Draft, for ASF Expert Committee approval
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2E, criterion 2E.8
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

One line per recruitment, allocation, schedule or promotion decision, recorded with the group and outcome.

1. How to complete

- Enter each decision the same month it is made.
- Use only the group categories agreed by the chief executive.
- Review quarterly.

2. Record

Quarter	Decision area	Role	Group	Outcome	Reason recorded (yes or no)	Reviewed by

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval