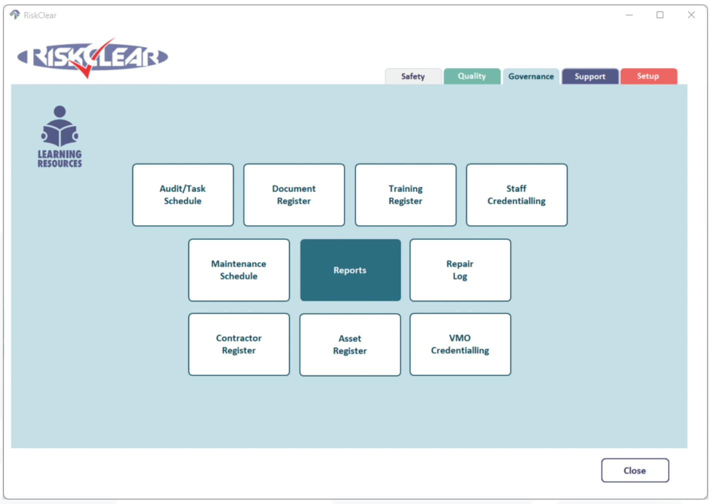
DOCUMENT REGISTER | User Guide

2026

Written by Giselle Latta (RN)

www.riskclear.com.au
© RiskClear 2014-2026

INTRODUCTION



All hospital documents can be **linked and logged** into the searchable Document Register within Risk Clear. The **Document Register** is found on the ***Governance Tab***.

All documents can be viewed and updated from within the register with version numbers and renewal dates recorded.

If required a notification can be sent to the document approver just prior to the document's expiry date.

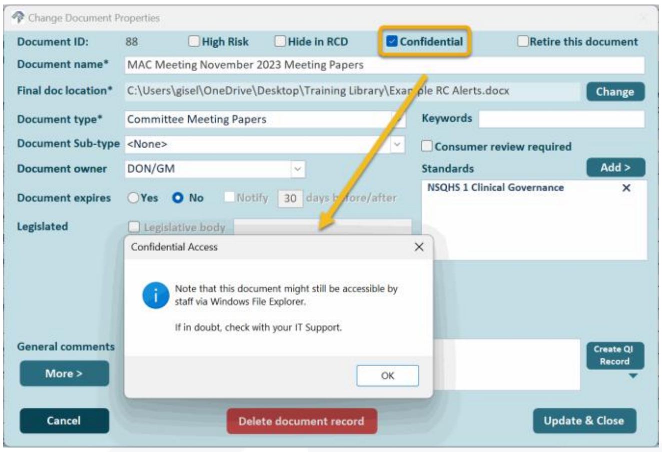
Before linking and logging your documents into RiskClear you need to determine where on your network the documents will be stored. Usually this would be a shared drive on your network which is backed up regularly to ensure your documents are safe and secure. Shared drives on your network can also have various permissions set up appropriate to the user's access rights for added document control.

For example, the CEO/DON/Quality Manager would have read/write to both view and edit documents, whereas general staff would only need read only to view the documents. This protects the documents from being edited and provides document control.

It is particularly important that once the network location of the documents is agreed upon, that the **folder set-up is not altered in any way.** Usually, this set-up is determined by Senior Management and/or a Governance Committee. **Any change to the folder location or folder names on the network ''breaks the link'' to the Document Register** meaning it cannot be accessed or viewed on RiskClear and will require ''re-linking''.

Once the documents are linked in RiskClear there are additional security features and permissions available to further protect and control your documents.

For example, certain documents (e.g. committee minutes or papers) can be marked as confidential to ensure only committee members are able to see these documents and not general users. (The confidential status is controlled in Permissions)

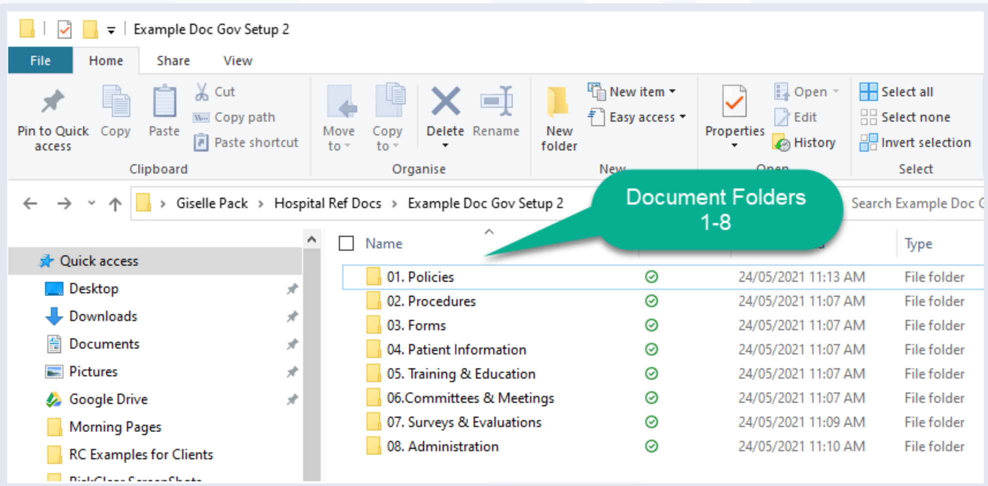


DOCUMENT SET-UP ON YOUR NETWORK

Once you have determined where on the network your documents are situated you will need to determine the **Document Folder Set-up**. Below is an example of how this could be done on a shared (S) network drive/location.

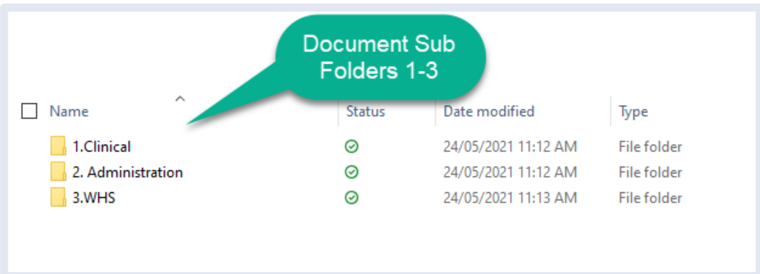
Set up folders by Document Type (1-8)

File path: *L/01.Policies*



Sub-Folder File path:

L/01.Policies/1.Clinical

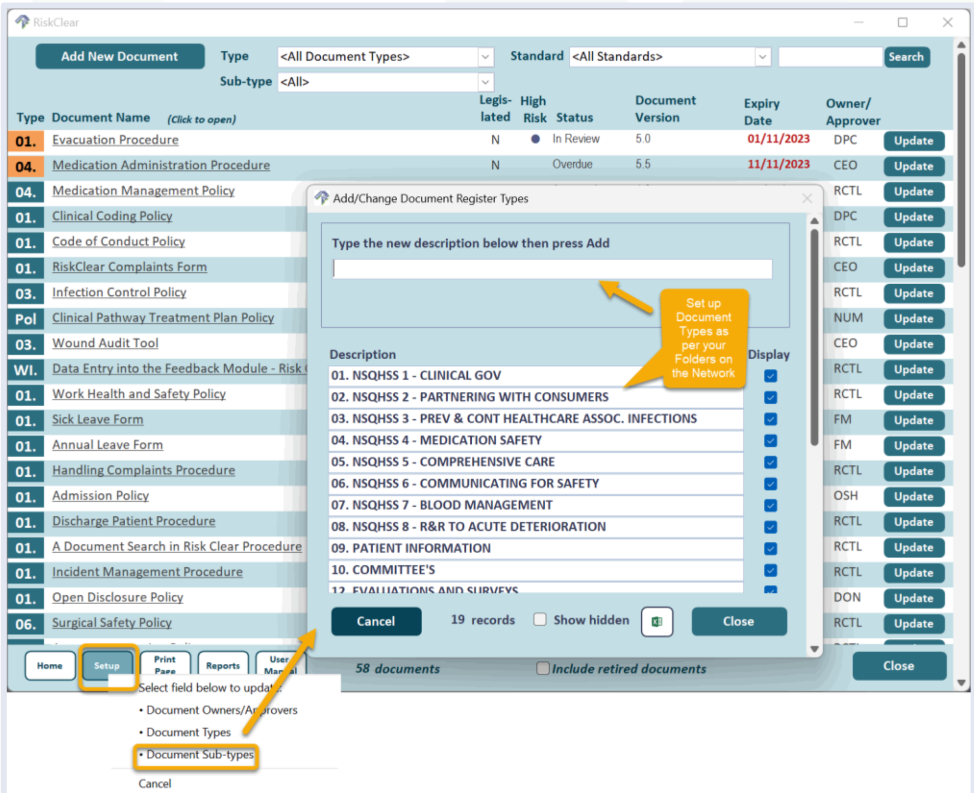


DOCUMENT SET-UP ON RISKCLEAR

Now you have your folders on the Network set up, you can mimic the set up on RiskClear.

Go to the **Document Register** on the **Governance Tab** and open it.

Click on the ***Set-up*** button at the bottom of the screen and ***add*** your document folders (policies, procedures forms etc), click close.



Then click on ***add new document*** and select the appropriate ****Document Type (Policy)*** from the pull-down window (below), and **sub-type (Clinical).**

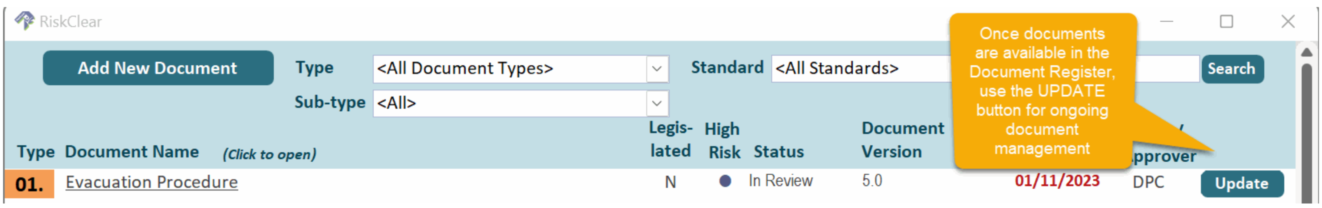
The colour of the document **Type** field in the reflects a traffic-light status:

Red: More than 30 days overdue
Orange: Less than 30 days overdue
Green: Not due

DOCUMENT MANAGEMENT ON RISKCLEAR

Your ongoing document management and control is managed by accessing the document properties.

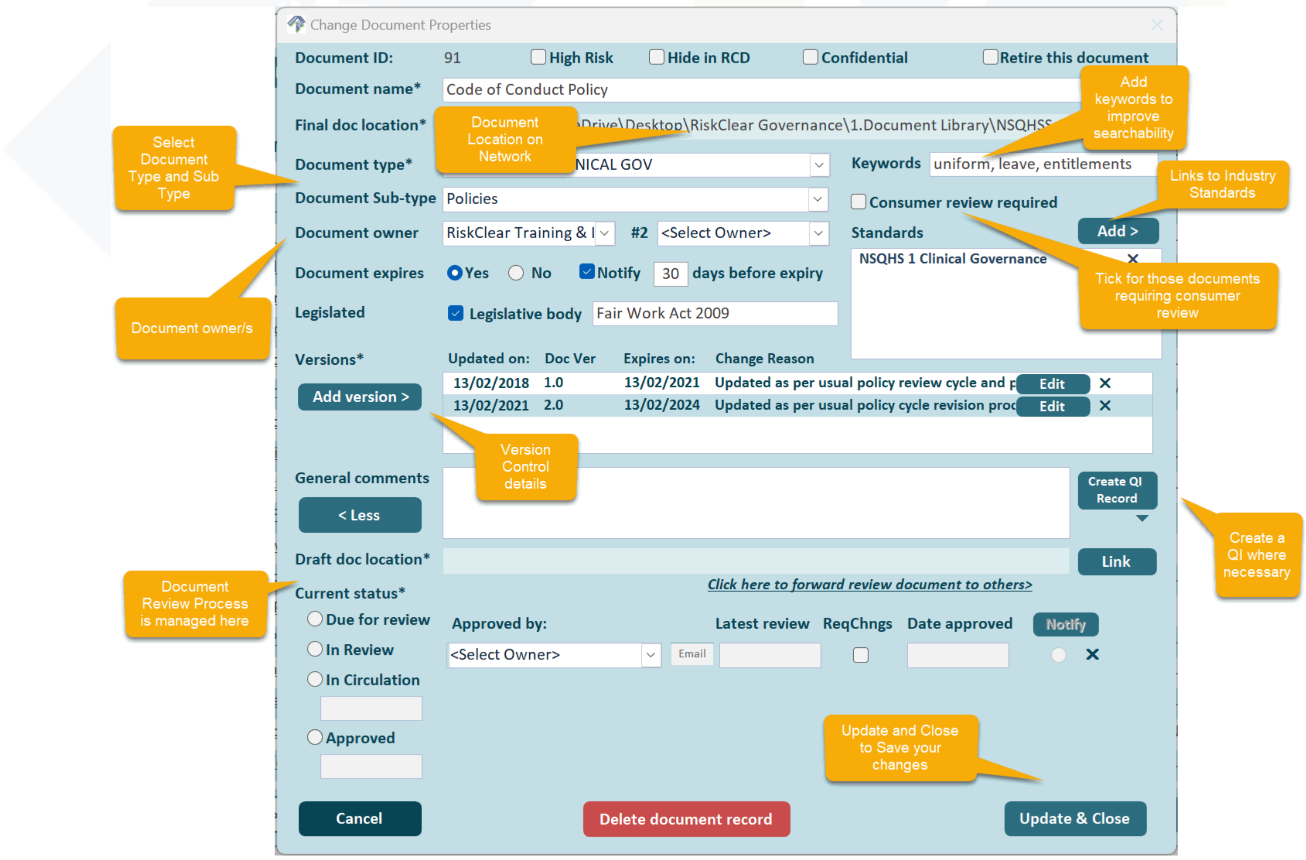
To access the document properties, click on the ***update*** button in the **Document Register**.



The window below will appear, which calls out some of the key features:

- **Document Location (or website)** on your network where RiskClear links your document to
- Document **Owner** and Type
- **Document/Folder Type**
- Link to Industry **Standards**
- **Keywords** to improve searchability of documents (by both title and content)
- Version Control including **document expiry** and **auto send notifications**
- Document **Reviews** (optional function for larger hospitals)

Note: The **Document Title** can be changed at the time of upload (e.g. the file may be called *Code of Conduct Policy Final Draft,* but you may wish the title to appear in the Document Register as *Code of Conduct Policy*

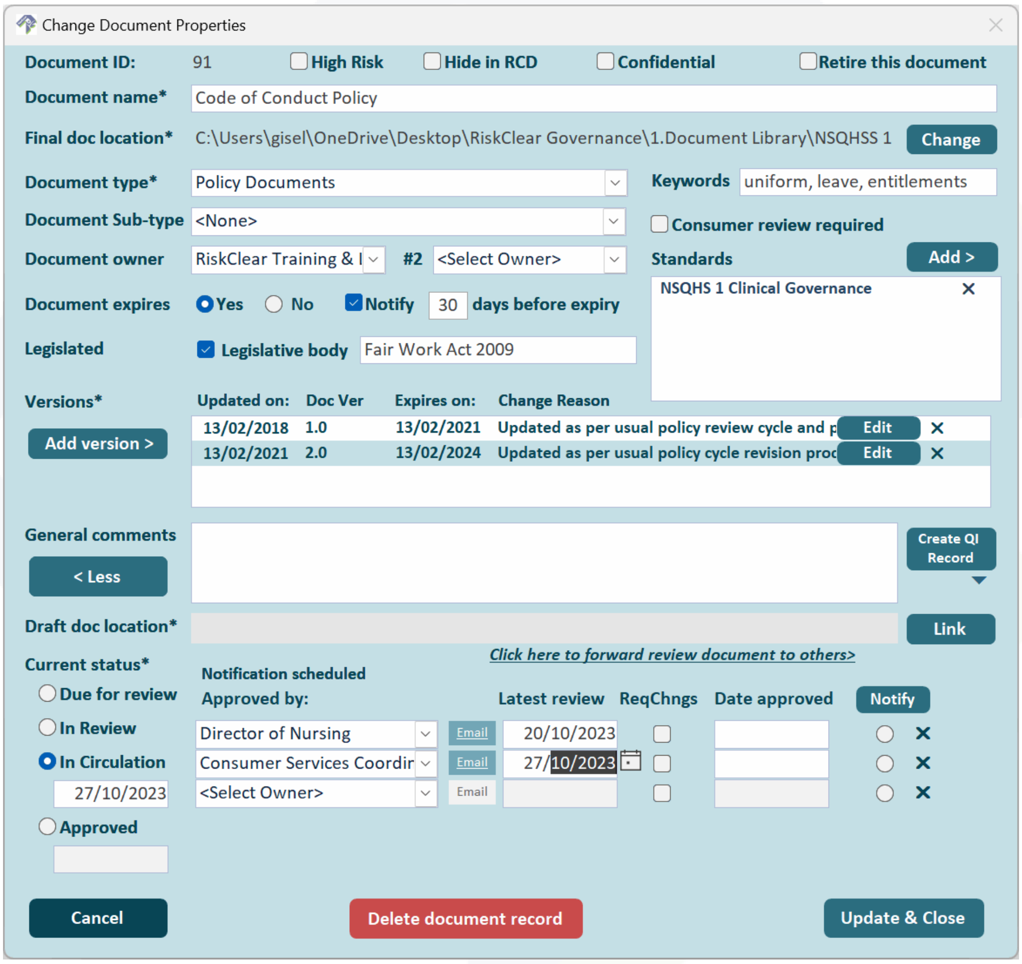


If you attempt to add a document to the document register which has previously been added then subsequently retired or deleted, RiskClear gives you the option of **restoring the previously retired or deleted document**.

DOCUMENT REVIEW

When a document is due for review the individual document register record can be expanded by pressing the More >> button. This introduces status options, a linked review document and multiple approvers for the document. The height of the form expands to show the following fields:

Document Owner **#2** is added alongside Document owner to give the option for a second person to receive owner notifications.



Current Status

Select the **Due for Review** option to show your intention to begin the review process on this document. RiskClear will automatically select this option when it sends out an owner notification as set above.

Selecting the **In Review** option means that the document owner is editing and updating the review document.

Selecting the **In Circulation** option will auto-populate today's date in the box to the right of this option. It will also display a dialogue box asking whether you would like to notify all approvers that this document requires their attention, and approval. The email notifications will be queued by RiskClear Sentry and sent overnight.

Select the **Approved** option after all approvers have approved the record. RiskClear Sentry will also notify when all approvals have been made.

Link the review document to the record by clicking the "Change Location" button to the right of the **Review doc'mnt location** field. Once linked, all reviewers can open the review document by clicking on the link.

If you would like to send the review document to others, click the **Click here to forward review document to others>** label and this will open your email client and attach the review document ready for sending.

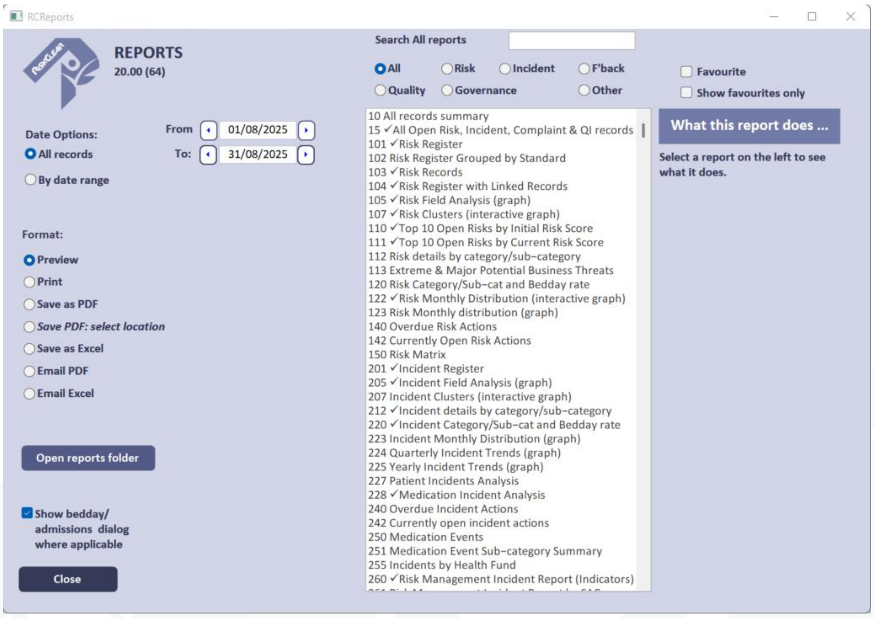
Select one or more approvers in the **Approved By:** field. To check or change their email, click the **Email** button. To send one or more approvers another approval notification email, select them in the Notify column, then press the **Notify** button.

Each time an approver checks changes to the document; they should enter a date in the Latest review box. If they consider that changes are required, they should tick the **ReqChngs** box and finally put the date they approve the document in the **Date Approved** box.

Once the document has been reviewed and approved, save it / link in the **Final doc location,** update the **Version History,** and click **Update & Close**. It will now be available for staff to access.

(Note the previous/current version is available for staff to use whilst the document review process occurs.)

DOCUMENT REGISTER REPORTS



Report 510 – Document Register > filter by document status, type, expiry, type, owner

Report 512 – Approved Document Reports > show documents that have been approved in the date range selected. For documents in the 'more' expanded mode the approval date is considered to be the most recent updated by date in the version history.

Report 513 – All Overdue Documents > A list of documents which have passed their expiry date.

Report 514 - Unapproved Document past Expiry > in standard mode it is document past their expiry date, in more mode which have not yet been approved and are past expiry or are marked as in review or in circulation. Displays approvers who have not yet approved the record.

Report 515 - Upcoming Documents due within 30 days > shows all documents that will expire in the next 30 days regardless of status. Excludes overdue documents.

Report 516 – Upcoming Documents due 3,6,12 months > shows all documents grouped into 30-90 days, 91- 180 days and 181 – 365 days due.

Report 518 - Document Version History > Version history document with expiry dates in the date range selected.

Report 519 – Document Register Index List > a simple display of the document registers to use as a hardcopy index.