



A COMPREHENSIVE PORTFOLIO - STAFF PROFILE DATABASE

Singapore Healthcare
Management 2018



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AIM

With rapid expansion to 34 residency programs, the number of administrators grew correspondingly from a small pool of 20 administrators to approximately 120 today, spread across 27 cost centres.

The staff profile database aims to amalgamate all relevant information under one single database. This will serve as a useful and effective human resource management tool for management information and oversight.



METHODOLOGY

Prior to the amalgamation, information regarding staff were maintained in multiple excel spreadsheets by different staff maintaining them. There was no opportunity for coherent usage of the information as they were fragmented and held with different people.

In an effort to amalgamate all the information, a staff portfolio database using MS Access was created. Within the same platform, information that are available via the portal include basic staff information like designation and employment history within SingHealth, other appointments held by staff, awards and compliments received as well as their training records in SingHealth.

To maintain data integrity and confidentiality of information, the database limits access to only the direct reports of the respective supervisors.

Staff Profile	Cost Centre	Name	Joined Year	Mobile No.	NRIC No.	Emp. No.	Employment Status	Emp. Type
77	22204	Colin Ho	2013	9852 8130	88828282	2081201	Active	Full Time
78	22204	Royce	2013	9852 8130	88828282	2081202	Resigned	Full Time
79	22300	Yeo Hong	2013	9852 8130	88828282	2081203	Active	Full Time
80	22205	Wong Wei Zheng, Benjamin	2013	9852 8130	88828282	2081204	Resigned	Full Time
81	22205	Fazillah Tan Binte Khamis Tan	2013	9852 8130	88828282	2081205	Resigned	Full Time
82	22211	Germaine Koh Ah Seng	2013	9852 8130	88828282	2081206	Active	Full Time
83	22209	Tracy Lim Ai Choo	2013	9852 8130	88828282	2081207	Resigned	Full Time
84	22205	Anna Florenda Gamis Velez	2013	9852 8130	88828282	2081208	Resigned	Full Time
85	22201	Adeline Sim Ting Fang	2013	9852 8130	88828282	2081209	Active	Full Time
86	22201	Lee Peng Marie	2013	9852 8130	88828282	2081210	Active	Full Time
87	22222	Yew Jia Ling, Jelyn	2013	9852 8130	88828282	2081211	Resigned	Full Time
88	22200	V/Rasahwari	2013	9852 8130	88828282	2081212	Resigned	Full Time
89	22300	Chan Jia Xia	2013	9852 8130	88828282	2081213	Active	Full Time
90	22300	Crystal Tan Hui Chin	2013	9852 8130	88828282	2081214	Active	Full Time
91	22201	Goh Zhinin	2013	9852 8130	88828282	2081215	Resigned	Full Time
92	22200	Lye Soon Khang, Jay	2013	9852 8130	88828282	2081216	Resigned	Part Time
93	22211	Winnie Seah Sui Oek	2014	9852 8130	88828282	2081217	Transferred	Full Time
94	22300	Lee Sook May	2014	9852 8130	88828282	2081218	Active	Full Time
95	22209	Lew Pek Yee	2014	9852 8130	88828282	2081219	Resigned	Full Time
96	22200	Hua Jia Min	2014	9852 8130	88828282	2081220	Resigned	Full Time
97	22212	Muhammad Faisal Bin Maikan	2014	9852 8130	88828282	2081221	Active	Full Time
98	22200	Serene Chen Shu Jin	2014	9852 8130	88828282	2081222	Active	Full Time
99	22212	Badrulhaq bin Yusoff	2014	9852 8130	88828282	2081223	Active	Full Time
100	22204	ImNavigationAdmin	2014	9852 8130	88828282	2081224	Active	Full Time

MANUAL METHOD

AUTOMATED

GME Staff Profile Database

search: Demographics Summary Attrition Data Report Update Add New LNA Record LNA Summary

GME Staff Profile Database Project Print

Basic Information

NRIC/FIN:
 Name: Tan Yi Chuan Yen
 Birth Month: September

Designation History

Designation	Designation Code	Effective Date
Program Executive	PE	01/12/2017

Employment History

Employee No	Grade	Status	Type	Start Date	End Date	Transfer Date	Cost Center
	Exempt	Active	Contract	01/12/2017			22210 SHS SA RES PROG-DIAGNOSTIC RADIOLOGY

Other Appointments \ Awards

Year Appointed	Appointment	Participation

RESULTS

With a staff strength of close to 120, this portal has proven to be a useful human resource management tool for the GME Administrative Office. Employee information, staff movement (resignation & transfers) are now easily accessible without having the need to check with the staff concerned and there is proper records of the additional appointments that staff have taken on or have volunteered for, and awards and compliments that have been received by staff. Direct supervisors can easily access staff training records to help staff identify competency gaps and training needs.

With all information on one platform, information could now be mined. Information such as attrition data by year by cost centres, summary by staff designation type, summary reports on list of appointments, awards and compliments, training records as well as summary portfolio of each staff could be generated easily with a click of a button.



CONCLUSION

The one stop staff profile database is a useful and powerful human resource management tool for SingHealth Residency. Besides improving productivity and efficiency in maintaining the data and ensuring that it is up to date, this database provides the ease and accessibility in which the Management can have comprehensive oversight of staff records and data. This is pertinent in ensuring that the achievements and development of the talents in SingHealth Residency are properly tracked and documented.

