

# PERSONNEL FILES

## POLICY:

It is the policy of <Facility Name> to establish a personnel file on all employed individuals. The file will be initiated and maintained by the Clinical Director according to information, which is required by federal, state or local regulations or information otherwise required by this facility to commence and retain employment.

## PROCEDURE:

The personnel file will contain the following documents, as applicable.

### 6 Section Personnel File Set Up

Document:
<b>Section A - New Hire Documentation</b>
▪ Application
▪ Qualifications, CV/resume
▪ Reference Checks
▪ Confidentiality Statement
▪ Copy of Driver's License
▪ Abuse Acknowledgement Form
<b>Section B – Administration</b>
▪ Employee file review
▪ Performance Appraisals
<b>Section C – Job Description</b>
▪ Signed & dated job description acknowledgment
▪ Signed & dated physical demands
▪ BBP Risk Classification
<b>Section D – Licensure, Certification</b>
▪ License (if applicable)
▪ Certifications (BLS, ACLS, PALS, etc.)
▪ On-line licensure verification
▪ OIG Exclusion Query
<b>Section E – Orientation Documentation</b>
▪ Orientation checklists
▪ Competencies
▪ Glucometer Test, Pregnancy Testing Test (TJC requirements)
▪ Initial OSHA training documentation
<b>Section F – Education</b>
▪ CEU Certificates

## PERSONNEL FILES

Employee medical records are considered confidential and are maintained in a file separate from the employee's personnel records. Employee Health Files may include, but not be limited to the following documents:

- Employee Health Physical or Employee Health Clearance
- Employee Health Questionnaire
- Evidence/Documentation of PPD
- Evidence/Documentation of Annual Flu Vaccine
- Evidence/Documentation of COVID-19 Vaccine or Exemption
- Evidence/Documentation of Hepatitis B Vaccine

OR

- Vaccination Documentation or a Titer of the following:
  - Hepatitis B (OSHA Manual Section 1)
  - Measles, Mumps, Rubella (MMR)
  - Varicella (unless employee has documented history of disease)
  - Tetanus/Diphtheria/Pertussis (Td/Tdap)

In a separate binder, keep all completed I-9 forms, with supporting documentation, for all employees. Section 1 should be completed and signed by the employee and section 2 should be completed by the employer.