

## Human Resources Personnel File Review Form For Long Term Care Facilities

Standard	Criteria	Name & Position of Staff Person Reviewed						Comments
HR.2.2 through HR.2.8	<b>Selection Process</b> <b>Includes:</b> - personnel interview							
	- verbal or written follow-up of references and job history							
	<b>Personnel Record includes:</b> -verification of education & training							
	- licensure, certification, and registration							
	- appropriate clinical knowledge / expertise / training							
	- No convictions for abuse / neglect, verified per law and regulation prior to employment							
HR.3	Evidence that an objective, measurable competence assessment system is used	On Hire						
		Ongoing						
HR.3.1	<b>Personnel record includes:</b> - orientation to all assigned duties / responsibilities							
	- orientation addresses all items in standard's intent							
	- specific orientation to Dementia Special Care Unit if applicable							
	- specific orientation to Subacute Unite if applicable							
EC.2.1	Orientation to Environment of Care issues addresses all items listed in standard's intent							
HR 3.1.1	Evidence of orientation for volunteers as appropriate							

