

PERSONNEL RECORDS CHECKLIST

Area Program:				
Quality Assurance Checkpoint	Yes	No	NA	Comments
1. Job Application				
2. Pre-Employment Physical				
3. Date of Hire/Letter of Employment				
4. Job Description				
5. Credential Verification				
6. Disciplinary Action				
7. Staff Training				
WITHIN FIRST THREE MONTHS				
Initial Orientation				
On-The-Job Training				
Module 1				
Module 2				
Module 3				
Module 4				
First Aid				
CPR				
PRAB				
WITHIN FIRST YEAR				
Training for Support Services				
People Are Safe				
Vision, Discovery and Planning				
OTHER TRAINING				
Med Aide Training every 3 years *				
Quarterly Med Training/Med Aide 4				
OTC Meds Training (once/year)				
CPR at least every 2 years *				
First Aid every 2 - 3 years *				
* Card Available				
			Director of Program Development	
Signature	Initials	Position	Date	
			6/02; 5/03	

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