



Department of Health Hospice & Hospice Care Center Personnel Survey Tool

Personnel, Contractor, Volunteer Personnel Record Review

Agency _____ Review Date _____ Surveyor _____

	Identifier					
	Staff Name					
	Discipline					
	Date of Hire					
	Service Category					
Tag Number	Personnel Record Requirement					
Z 2570	License, Credential, Certification					
Z 2575	References					
Z 2580	Orientation					
Z 2590	Verification of Skills					
Z 2585	Contract / contractors					
Z 2595	Criminal Hx Disclosure					
Z 2595	WSP CHBC					
Z 2600	P&P Training					
Z 2490	Training Tela-health if applicable					
Z 2620	Annual Eval with On-Site Observation					
HH & HP and if required by HC P&Ps						
Z 2605	CPR					
Z 2615	TB					
Z 2530	TB Training					
Z 2615	Hep. B					
P&P Requirements						
Z 2400	Job Description					
Z	In-Person Contact					
Z 2510	Infection Control Practices					
Z 2610	Food Storage,					

	Identifier					
	Preparation, Handling					
Z 2480	Abuse & Neglect					
See page 2.	Character competency Factors assessment					
Z 2435	Reasonable good Faith					
Z 2440	Level of patient vulnerability					
Z 2445	Behaviors since conviction					
Z 2450	Pattern of offence					
Z 2455	Number of years since conviction					
Z 2460	Self-disclosure					
Z 2470	Other health/safety					
Z 2775	Dept. has final authority					