



Department of Health Home Care 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 0630	License, Credential, Certification					
Z 0635	References					
Z 0640	Evidence of Orientation					
Z 0645	Contracts when using contractors					
Z 0650	Verification of Skills					
Z 0655	Initial WSP Criminal Background Check					
Z 0655	Subsequent WSP CBC (every 2 years)					
Z 0655	Disclosure statement					
Z 0660	Training on current & revised P&P's					
Z 0765	Annual Eval with On-Site Observation					
Z 0950	CPR					
Z 0960	TB					
Z 0960	Hep. B					
HC P&P Requirements						
Z 0545	Job Description					
Z 0580	In-Person Contact prior to care					
Z 0610	Infection Control					

	Identifier					
	Practices					
Z 0670	Communicable disease testing					
Z 0665	Food Storage, Preparation, Handling					
Z 0575	Abuse & Neglect					
See Page 2 Z 0570	Character competency Factors assessment					
Z0570	Reasonable good Faith					
	Level of patient vulnerability					
	Behaviors since conviction					
	Pattern of offence					
	Number of years since conviction					
	Self-disclosure					
	Other health/safety					
	Dept. has final authority					