

Departmental Agency File Requirements

Employee Name:

Date Audit Completed:

Signature:

Examples Nursing*	Examples Clinical*	Examples Administrative / Support*	
All Nursing DSM codes currently covered by Healthstream	All Allied Health and Nursing support	Administrative secretaries, Facilities, IT, Finance, Office Support, Management	

TOPIC	STANDARD	File Location	FREQUENCY	REQUIRED PERSONNEL			PRESENT?
				Nursing	Non-nursing clinical	Non-clinical	
Signed Job Descriptions	HR 01.02.05	Department	First day in dept	X	X	X	
Licensure-primary source verification documentation	HR 01.02.01	Agency Department	Prior to placing personnel First day in dept. and prior to expiration	X		If applicable	
Commercial Agency Verification Form	JHH Policy	Department	Prior to first shift obtains from agency	X(A)*			
CPR	PC 02.01.01	Agency	Maintains current certification	X			
Criminal Background Check	HR 01.02.05	Agency	Prior to assignment- any positive backgrounds need to be submitted to Career Services for approval	X	X	X	
2 Acceptable References	JHH Policy	Agency	Prior to placing personnel	X(A)*	X	X	
Education- primary source verification	JHH Policy	Agency	Prior to placing personnel	X(A)*	X	X	
Authorization to work in US	JHH Policy/ Fed. Law	Agency	Prior to assignment	X(A)*	X	X	
Skills checklist & other screening tools	HR 01.07.01	Agency (although depts. will want a copy of the skills checklist in clinical positions and unit specific	Prior to placing personnel	X	X	X	

		competencies should be documented departmentally) Dept. must validate competencies the same way they do their own staff.					
Eligibility to work back at JHHSC/JHH	JHH Policy	Agency	Prior to assignment	X	X	X	
Health Screen	JHH Policy	Agency	Should be completed upon hire of agency. Ten panel drug screen and alcohol must be current within 30 days of contract . TB testing annually (see verification form exception for chest x-rays)Varicella/Rubeola/Rubella; HBV or declination.	X(A)*	X	X	
Performance Evaluation	HR 01.07.01	Agency/Dept.	Initially (by dept. on first shift for clinical) and annually by both dept and agency.	X	X	X	
Dept. Orientation packet	HR.01.05.03	Department	First day in dept	X	X	X	
HIPAA training	JHH Policy	Agency	General Privacy prior to first shift. HIPAA Security Awareness handout and acknowledgement. Unit specific HIPAA courses are initiated by dept. upon arrival to unit.	X(A)*	X	X	
Confidentiality and Security Acknowledgement	JHH Policy	Agency	Prior to placing personnel	X(A)*	X	X	
OIG Screening	JHH Policy	Agency	Prior to placing personnel	X(A)*	X	X	
Annual Required Education Packet*	HR.01.05.03	Agency	Initially as part of orientation prior to agency personnel arrival and annually	X	X	X	

All agency personnel must be obtained through an approved agency which has an Agreement negotiated through Legal Office at JHHSC.

Audits will be conducted on all agencies.

All information in agency file may be requested by department at anytime and agency will have one (1) business day to deliver.

*Allied Health Coordinator from JHHSC will supply agency with appropriate orientation and annual update forms