

Departmental Employee File Requirements Summary
 Fax to Human Resources (410-614-3894) by June 30, 2007

Department:

Date Audit Completed:

Person Completing:

TOPIC	TRAINING LOCATION	FREQUENCY	AUDIT SUMMARY			
			# Staff Required	# Staff Audited	# in Compliance	% Compliance
Required for employee files:						
Initial Assessment (Validation of Competence)	Supervisor	After 90-days or transfer				
Employee Educational Record OR Developmental Resume	Nursing: Document education on Developmental Resume. All others: Document required education on the Employee Educational Record; http://www.hopkinsmedicine.org/jhhr/Managers/5	Annual with Performance Appraisal				
Population served (age specific)	Identified per job descriptions, competency assessed per performance appraisal. Training available at: http://www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual				
Performance evaluations	Supervisor	Annual				
Job description	Supervisor	Must be part of employee file				
Certificate showing that all required on-line HIPAA training has been completed	Privacy training courses are available at https://secure.lwservers.net . The new employee should take the General Privacy Issues course and any other HIPAA course(s) that apply to his/her job duties. A list of the online courses can be found on our HIPAA intranet at www.insidehopkinsmedicine.org/hipaa/trainwhich.cfm . The employee must print a copy of his/her training certificate after completing the courses.	Within 90 days of employment				
Pain Management (if applicable to role)	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual				
Anesthesia & Sedation (applicable RN, MD roles)	Unit specific course to be given annually by departmental educators. Healthstream course by August.	Orientation & annual for RNs. One time online course for MDs				
Procuring/donating organs and other tissues (if applicable to role)	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual				
Blood borne Pathogens	http://www.hopkinsmedicine.org/hse/index.htm Under "Training". Print certificate & give to supervisor. RN's covered in Healthstream Annual Review	Annual				
CPR/BLS/ACLS as required by hospital (as defined in job description)	CPR Office 550 Building – Suite 102 Phone: 410.955.9343	Every 2 years				
Restraint & Seclusion (if applicable to role)	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual				
Fall Reduction Program / National Pat Safety Goal (if applicable to role)	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual				
Point of Care Testing (if applicable to role)	Healthstream for applicable disciplines	Annual				
Patient safety, adverse event reporting, medical equipment risks, reporting quality concerns to JC	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual				
Infection control	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual				
Team building	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual				
Risks related to Environment of Care	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual				
Fire Safety/Hazardous Materials Training (hazardous chemicals, MSDS, chemical spills, disposal hazardous chemicals, construction safety)	www.hopkinsmedicine.org/hse/index.htm (Under "training section". Print certificate & give to supervisor) Classes also available (look under training on same link as above)	Annual				
Emergency management	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual				