

Departmental Employee File Requirements

Employee Name:

Date Audit Completed:

Signature:

Examples Direct Care*	Examples Indirect Care*	Examples Administrative /Support*	Security*
RN** (Case Manager, CNS, Clinical Resource Nurse, NP) , MD, PA, Unit Managers, OT/PT/Speech Therapist, RT, Clinical Technician and Associate, Technicians (Radiology, Cardiology, OR, etc...), Patient Care Transporters, Clinical Dieticians, Social Work, Phlebotomy, Clinical Pharmacists, Counselors, Patient Visitor Services Staff, Pastoral Care, Child Life	Support Associate, Non-Unit Based Pharmacy, Pharmacy Technicians, Clerical Associates, Admitting, Laboratory Technician, HEIC, Central Sterile, Clinical EVS, Nutrition	Non-clinical EVS, CES, Facilities, Administrative Secretaries, Project coordinators, Data analysts, Utilization review/QI, OI-administrative fellows, project managers, Materials management , HR staff, Information Technology, Legal, Medical Records, Accounting	Security Officers

* Applies to contracted employees in these roles

** Roles which fall under Nursing are assigned applicable required education in Healthstream

TOPIC	STANDARD	TRAINING LOCATION	FREQUENCY	REQUIRED PERSONNEL				PRESENT?
				Security	Direct	Indirect	Admin	
Required for employee files:								
Initial Assessment (Validation of Competence)	HR .3.20	Supervisor	After 90 days or transfer	X	X	X	X	Yes/No
Employee Educational Record OR Developmental Resume	HR .2.30	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	X	X	X	X	Yes/No
Population served (age specific)	HR .3.10	Identified per job descriptions, competency assessed per performance appraisal. Training available at: http://www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual	X	X	X		Yes/No
Performance evaluations	HR .3.20	Supervisor	Annual	X	X	X	X	Yes/No
Job description	HR .1.20	Supervisor	Must be part of employee file	X	X	X	X	Yes/No
Proof that required HIPAA training has been completed	IM .2.10 Confidentiality of Patient Information MEL010	Go to http://www.insidehopkinsmedicine.org/hipaa/Trainover.cfm to identify if the HIPAA privacy training that is applicable to your new employee's position. Privacy training courses are available at https://secure.lwservers.net and 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. If training is taken in paper form, a copy of the employee's graded knowledge assessment should be provided to his/her manager.	Within first 30 days of employment	X	X	X	X	Yes/No
Departmental or Unit Specific								
Pain Management (if applicable to role)	RI .2.160	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual		X			Yes/No
Anesthesia & Sedation (applicable RN, MD roles)	PC .13.20	Unit specific course to be given annually by departmental educators. Healthstream course by August.	Orientation & annual for RNs. One time online course for MDs		X (RN)			Yes/No

TOPIC	STANDARD	TRAINING LOCATION	FREQUENCY	REQUIRED PERSONNEL				PRESENT?
				Security	Direct	Indirect	Admin	
Required for employee files:								
Procuring/donating organs and other tissues (if applicable to role)	LD .3.110	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual		X			Yes/No
Blood borne Pathogens	OSHA regulation 1910.1030	http://www.hopkinsmedicine.org/hse/index.htm Under "Training". Print certificate & give to supervisor. RN's covered in Healthstream Annual Review	Annual	X	X	X		Yes/No
CPR/BLS/ACLS as required by hospital (as defined in job description)	PC .9.30	CPR Office 550 Building – Suite 102 Phone: 410.955.9343	Every 2 years		X			Yes/No
Restraint & Seclusion (if applicable to role)	HR .2.10 PC .12.30	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual	X	X			Yes/No
Fall Reduction Program / National Pat Safety Goal (if applicable to role)	NPSG 9	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual		X	X (Clerical Assoc)		Yes/No
Point of Care Testing (if applicable to role)	PC .16.30	Healthstream for applicable disciplines	Annual		X			Yes/No
Hospital Wide Periodic Updates								
Patient safety, adverse event reporting, medical equipment risks, reporting quality concerns to JC	HR .2.10 HR .2.20	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual	X	X	X	X	Yes/No
Infection control	HR .2.10 HR .2.30 IC .4.15	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual	X	X	X	X	Yes/No
Team building	HR .2.30	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual	X	X	X	X	Yes/No
Risks related to Environment of Care	HR .2.20 EC .6.10	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual	X	X	X	X	Yes/No
Fire Safety/Hazardous Materials Training (hazardous chemicals, MSDS, chemical spills, disposal hazardous chemicals, construction safety)	EC .3.10 EC .5.30	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	X	X	X	X	Yes/No
Emergency management	EC 4.20	Annual Required Education Packet: www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html	Annual	X	X	X	X	Yes/No

*Grey areas indicate information provided in Annual Required Education Packet available on JHHS HR Website www.hopkinsmedicine.org/jhhr/Managers/JCAHO.html