

Employee File/Checklist

Name: _____ Date _____

- Completed Application Form
- Initial Health Evaluation within the prior year (previous 365 days)
- Background check under the requirements of the Health Care Worker Background Check Act w/o a waiver
- Copy of Social Security card
- Visa/proof of citizenship in compliance w/ federal requirements for employment
- Completion of eight (8) hours of training within the prior year (previous 365 days).

The competency evaluation or proof of prior training at a licensed home services agency within the prior year shall address each of the following subjects:

- 1) The employee's job responsibilities and limitations;
- 2) Communication skills in areas such as with persons who are hard of hearing, have dementia, or have other special needs;
- 3) Observation, reporting and documentation of client status and the service furnished, including changes in functional ability and mental status demonstrated by the client;
- 4) Performance of personal care tasks for clients, including: bathing; skin care; hair care; nail care; mouth care; shaving; dressing; feeding; assistance with ambulation; exercise and transfers; positioning; toileting; and medication reminding;
- 5) Performance of ability to assist in the use of specific adaptive equipment, such as a mechanical lifting device, if the worker will be working with clients who use the device;
- 6) Basic hygiene and basic infection control practices;
- 7) Maintenance of a clean, safe and healthy environment;
- 8) Basic personal and environmental safety precautions;
- 9) Recognizing emergencies and knowledge of emergency procedures, including basic first aid and implementation of a client's emergency preparedness plan;
- 10) Confidentiality of client personal, financial and health information;
- 11) Behaviors that would constitute abuse or neglect and the legal prohibitions against such behaviors, as well as knowledge and understanding of abuse and neglect prevention and reporting requirements; and 12) Any other task that the agency may choose to have the worker perform.

All home services workers shall complete a minimum of eight hours of training during each year of employment based on either a calendar year or an anniversary date basis, whichever is selected by the agency. The initial eight hours of training shall satisfy the annual training requirement for the home services worker's first year of employment. The annual training can include self-study courses with demonstration of learned concepts that are applicable to the employee's responsibilities. Training shall include:

- 1) Promoting client dignity, independence, self-determination, privacy, choice and rights;
- 2) Disaster procedures;
- 3) Hygiene and infection control; and
- 4) Abuse and neglect prevention and reporting requirements.

ALL TRAINING SHALL BE DOCUMENTED WITH THE DATE OF THE TRAINING; STARTING AND ENDING TIMES; INSTRUCTORS AND THEIR QUALIFICATIONS; SHORT DESCRIPTION OF CONTENT; AND STAFF MEMBER'S SIGNATURE.