

CHILDREN'S RESIDENTIAL SERVICE
STAFF RECORD REVIEW FORM

CHILDREN FACILITY NAME: _____ DATE: _____ REVIEWED

BY: _____ NUMBER OF STAFF: _____

OF CURRENT RECORDS REVIEWED: _____ NUMBER OF FORMER STAFF RECORDS REVIEWED: _____

STANDARD	Brief Description	S1	S2	S3	S4	S5	S6	S7	S8
§250.B.1	At time of hire OR residency at a facility each individual shall submit the results (elements of VDOH form) of a screening assessment, documenting the absence of communicable TB. Results no older than 30 days.								
§250.B.2	Annual results of a screening assessment, documenting the absence of communicable TB (elements of VDOH form).								
§250.C.2	Individual with chronic respiratory symptoms of three weeks duration shall be immediately evaluated for infectious TB								
§250.D	Individual suspected of having TB shall not be permitted to return to work or have contact with staff or residents until a physician has determined they are free of infectious TB								

STANDARD	Brief Description	S1	S2	S3	S4	S5	S6	S7	S8
§270.B.1	A person who assumes or is designated to assume the responsibilities of a position or any combination of positions shall, AFTER December 28, 2007: Meet the qualifications of the position(s) assumed								
§270.C	Professionally qualified personnel providing services or consultations on contractual basis								
§300.A	Separate up-to-date personnel record for each employee, student/intern, contractor or volunteer								
§300.B.	Each employee record will include:								
§300.B.1	Completed application or other written material providing name, address, phone number, and SSN <u>OR</u> other unique identifier								
§300.B.2	Educational background & employment history								
§300.B.3	Written references or notations of oral references								
§300.B.4	Reports of required health examinations								
§300.B.5	Annual performance evaluations								
§300.B.6	Dates of employment for each position held & separation								
§300.B.7	Documentation of compliance with Va laws regarding child protective services and criminal history background investigations. <u>CPS</u> - (results received prior to working <u>alone</u> with children) <u>FBI</u> - (results received prior to work with children) <u>Written Disclosure Statement</u> (signed prior to work with children)	<u>FBI</u>	<u>FBI</u>	<u>FBI</u>	<u>FBI</u>	<u>FBI</u>	<u>FBI</u>	<u>FBI</u>	<u>FBI</u>
		<u>CPS</u>	<u>CPS</u>	<u>CPS</u>	<u>CPS</u>	<u>CPS</u>	<u>CPS</u>	<u>CPS</u>	<u>CPS</u>
		<u>Disclosure</u>	<u>Disclosure</u>	<u>Disclosur</u> <u>e</u>	<u>Disclosur</u> <u>e</u>	<u>Disclosu</u> <u>re</u>	<u>Disclosu</u> <u>re</u>	<u>Disclosur</u> <u>e</u>	<u>Disclo</u> <u>sure</u>

STANDARD	Brief Description	S1	S2	S3	S4	S5	S6	S7	S8
§300.B.8	Documentation of educational degrees or professional certification/licensure								
§300.B.9	Documentation of all regulation required training AND other training received								
§300.B (cont)	Each employee record will include:								
§300.B.10	A current job description								
§310.A	Required Initial training								
§310.A.1	Within 7 days following their begin date each staff member responsible for the supervision of children receives: basic orientation to the facilities behavioral intervention policies, less restrictive intervention techniques and procedures, timeout and physical restraint								
§310.A.2	Within 14 days following their begin date, or before an individual is alone supervising children, the provider shall conduct emergency preparedness and response training that shall include:								
§310.A.2.a	Alerting emergency personnel and sounding alarms								
§310.A.2.b	Implementing evacuation procedures								
§310.A.2.c	Using & maintaining and operating emergency equipment								
§310.A.2.d	Accessing resident's emergency information including medical information								
§310.A.2.e	Utilizing community resources								

§310.A.3	Within 14 days following their begin date, new employees, employees transferring from other facilities operated by the same provider, relief staff, volunteers, and student/interns shall be given orientation and training regarding:								
STANDARD	Brief Description	S1	S2	S3	S4	S5	S6	S7	S8
§310.A.3.a	The objectives of the facility								
§310.A.3.b	Practices of confidentiality								
§310.A.3.c	The decision making plan								
§310.A.3.d	The Interdepartmental Standards, including prohibited actions								
§310.A.3.e	Other policies and procedures applicable to their position, duties and responsibilities								
§310.A.4	Within 30 days following their begin date all staff working with residents shall be enrolled (unless currently certified) in a standard first aid and CPR class								
§310.A.5	Within 30 days of their begin date all staff working with residents shall be trained in: * child abuse and neglect, * mandatory reporting, * Maintaining professional relationships and interaction among staff and residents and * suicide prevention.								
§310.A.6	Within 30 days of their begin date all staff shall be trained on the facility's P&P regarding standard precautions								
§310.A.7	Within 30 days of their begin date all staff shall be trained on: * appropriate siting of CRFs *good neighbor policies and *community relations								

§310.A.8	Before they can administer medication all staff responsible for medication administration shall have successfully completed a medication administration program approved by the Board of Nursing or be VA licensed to administer medications								
§310.A.9	All staff shall be trained in any area of quality improvement as identified from the results of the QA plan								
§310.B	Required annual re-training								
STANDARD	Brief Description	S1	S2	S3	S4	S5	S6	S7	S8
§310.B.1	All employees, contractors, student/interns, and volunteers shall complete an annual refresher emergency preparedness and response training that shall include:								
§310.B.1.a	Alerting emergency personnel and sounding alarms								
§310.B.1.b	Implementing evacuation procedures								
§310.B.1.c	Using, maintaining and operating emergency equipment								
§310.B.1.d	Accessing resident emergency information including medical information								
§310.B.1.e	Utilizing community support services								
§310.B.2	All staff who administer medication shall complete an annual refresher course								
§310.B.3	All child care staff shall receive annual retraining on the providers behavior intervention and timeout policies and procedures								
§310.B.4	All child care staff shall receive annual retraining in: * child abuse and neglect, * mandatory reporting, * maintaining professional relationships and interaction among staff and residents and * suicide prevention								
§310.B.5	All staff shall receive annual retraining on the provider's policies regarding standard precautions								

§310.C	Each Full time staff person <u>who works with residents</u> shall complete an additional 15 hours of annual training applicable to their job duties.								
§320.3	Documentation of staff supervision consistent with the provider's policies								
§340.C	CAO shall submit the following:								
§340.C.1	Official transcripts by college or university attended within 30 days of date of hire, and								
§340.C.2	Documentation of prior relevant experience								
§350.E	Program Director shall submit:								
STANDARD	Brief Description	S1	S2	S3	S4	S5	S6	S7	S8
§350.E.1	Official transcripts by college or university attended within 30 days of date of hire, and								
§350.E.2	Documentation of prior relevant experience								
§380.D	An individual hired, promoted, demoted, or transferred to a child care workers position shall be at least 21 years old except as provided for in 22 VAC 42-11-270.A								
§400.D	Volunteers and students shall have the qualifications appropriate to the services they provide								
§630.D	Each facility shall provide documentation showing proof of contractual agreements or staff expertise to provide educational services, counseling services, psychological services, medical services, or any other services needed to serve the residents.								
§810.B	All staff responsible for medication shall have successfully completed a medication training program approved by the Board of Nursing								
§810.C	Staff authorized to administer medication shall be informed of any known side effects of the medication and symptoms of the effects								

§ 1080.B.2	Wilderness and adventure activities- Trip coordinator's staff record shall document: * his experience in and knowledge and regarding wilderness activities AND * training in wilderness first aid *one year experience at the facility								
§1080.H	Wilderness and adventure activities- direct care workers that take residents on wilderness/adventure activities shall be trained in a wilderness first aid course.-								