

JCAHO Departmental Employee File Checklist

For Required Documentation

Required Documentation (Please Color Code or Tab documents for easy locating)	When Due	JCAHO Standard
UNIT-BASED ORIENTATION DOCUMENTATION <i>for current position</i> Using the "General Orientation Verification Sheet" and "Department Orientation Verification Sheet" found in Manager Self-Service Manager Library	Must be completed within 30 days of date of hire	HR.2.10 Orientation provides initial job training and information
INITIAL COMPETENCY VALIDATION <i>for current position</i>	Must be completed within 90 days of date of hire	HR.3.10 Competence to perform job responsibilities is assessed, audited, and maintained
CPR, BLS, ACLS, or PALS Certification (if applicable)	Renewal Date per the specific certification	HR.1.20 The hospital has a process to ensure that a person's qualifications are consistent with his or her job
ANNUAL COMPETENCIES For Clinical Staff – Typically AROC For Non-Clinical Staff – Functional Accountability Section of the PMP	Within initial year of hire; annually thereafter	HR.3.10 Competence to perform job responsibilities is assessed, demonstrated, and maintained
AGE-RELATED COMPETENCIES	Within initial year of hire; annually thereafter	HR.2.30 Ongoing education, including in-services, training, and other activities, maintains and improves competence
PERFORMANCE REVIEW (Please direct the original PMP to Human Resources at interoffice 0017062 for filing)	Within initial year of hire; annually thereafter	HR.3.20 The hospital periodically conducts performance evaluations