

JCAHO Competency Requirements for SNF employees

All needed in Credential File

One Time Only Credentials: *Keep all*

- Physical*
- Hepatitis Waiver*
- Orientation Checklist*
- Signature that they reviewed employee manual*
- Signed Job Description*
- Signed compliance policy*

Credentials requiring renewal upon expiration: *Keep all*

- License/Registration* (every 2 years)
- Proof of verification of license -IDPR(print out of license verification from web site) *
- Proof of Disciplinary action check - OIG*
- CPR*
- Driver's license*
- Car Insurance*
- TB Test (annually or if X-Ray every 3 years)*
- Criminal Background check* (annually)
- Managed Care Compliance (annually and kept 10 years)*

One Time Only Competencies: *Keep all*

- Age Specific Info and Quiz*
- Fire Safety and Quiz*
- Pain management Quiz*
- Cultural Diversity competency*
- HIPAA*

Annual Competencies: *Keep all*

- OSHA / Hand washing*
- FAT competency visual assessment sheet - within 90 days of hire and annually by another member of **same discipline** -September
- FAT discipline specific quiz- within 90 days of hire and annually -September
- Performance Reviews - 60 days post hire and annually **by supervisors** -October
- Clinical skills competency - annually by another member of **same discipline** -May
- Documentation Competency – bi-annually **by supervisor** –Feb & Aug
- In-house inservice / meeting sign in sheets (copy for each person signing in is to be kept in each person's file)

* = Initially collected by H.R. upon Hire

Same Discipline: PT by PT, PTA by PT or PTA; OT by OT, OTA by OT or OTA, ST by ST