

**PROGRAM MANAGEMENT: Personnel File Requirements**

**OAR 309-049-0095**

**POLICY:**

It is the policy of this program that personnel records shall be maintained for each employee in a complete and organized manner.

Personnel Files Shall Contain:

- CPR certification obtained from a recognized training agency, documented prior to working unassisted, and kept current. Temporary documentation forms shall be maintained in the personnel file until the permanent card arrives. Documentation for all CPR training shall be listed on the yearly cumulative training records. Prior CPR documentation shall be purged and destroyed.
- First Aid certification obtained from a recognized training agency and documented prior to working unassisted and kept current. Temporary documentation forms shall be maintained in the personnel file until the permanent card arrives. Documentation for all First Aid training shall be listed on the yearly cumulative training records. Prior First Aid documentation shall be purged and destroyed.
- Oregon Intervention System (OIS) certification at a minimum every two (2) years. Temporary documentation forms shall be maintained in the personnel file until the permanent certificate arrives. Documentation for all OIS training shall be listed on the yearly cumulative training records. Prior OIS documentation shall be purged and destroyed.
- Core Competencies (before working unassisted, within 30-days and within 90-days)
- Transfer Core Competencies, if applicable
- Bloodborne Pathogen training (pre-service and current)
- Written documentation that a Tuberculosis test was completed within two (2) weeks of hire

- Written documentation of a minimum six (6) hours pre-service training prior to supervising individuals and upon transfer to another home
- Written documentation of 12 hours job-related yearly inservice training
- Written documentation of employee notification of mandatory abuse reporter status prior to supervising individuals and yearly thereafter (on Division provided forms)
- Written documentation of any substantiated abuse allegations
- Written documentation of any grievances filed against the staff person and the results of the grievance process including, if any, disciplinary action
- Written documentation that the employee has been provided information on Hepatitis B and been made aware of the availability of immunization
- Written documentation of a criminal record clearance
- Written documentation that references and qualifications were checked
- Copy of driver's license
- Current Position Description signed and dated
- Current performance evaluation
- Emergency notification information

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jon Cooper, Director