

## New Millennium HealthCare Personnel record

Employee Name \_\_\_\_\_  
 Position \_\_\_\_\_ Date of Hire \_\_\_\_\_  
 License/Registration/Certification \_\_\_\_\_ Expires \_\_\_\_\_

All staff need to be oriented to the client before beginning cares.  
 Procedures need to be reviewed and returned demonstration given to  
 RN for all tasks delegated to PCAs.

<b>AUDIT ITEM</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS/DATED</b>
Application complete				
I-9 form				
W-4 form				
Job description signed				
Mantoux every two years				
DHS background completed				
Foster background complete If foster care clients				
Orientation acknowledgement				
Physician report signed if foster care clients				
Current license on file.				
Paycheck direct deposit				
Annual review.				
Health insurance completed				
Ventilator class and quiz done				
Annual training (12) hours. Right to know, infection control, and 10 more annually.				