

Optional QA Tool for Staff Qualifications

Perpetual Staff Log for _____
 Facility Name

Complete this form by selecting a sample of staff. Considerations for the core sample include the facility census and focused rule area(s), if applicable. Include staff in the sample from all shifts and in a variety of roles, as applicable.

Note: Mark N/A if the requirement does not apply.

Bolded areas must be rechecked and updated. This form should be filed with your sensitive notes.

Staff Names ⇒ Items and references ⇓					
Position Type					
Hire Date					
Date Health Care Personnel Registry Check completed (code #) G.S. 131E-256 10A NCAC 13G .0406 & .1206 10A NCAC 13F .0407 & .1205					
Date Criminal Background Check Completed G.S. 131D-40 10A NCAC 13G .0406 10A NCAC 13F .0407					
Date TB 2-step started/completed 10A NCAC 13G .0405 10A NCAC 13F .0406					
Date of Drug Testing prior to employment G.S. 131D-45					
CPR (q24 mos.) last date completed 10A NCAC 13G .0507 10A NCAC 13F .0507 (Require one certified staff every shift)					
Personal Care Staff Training & Comp.(within 6 mos. of hire) or qualified exemption 10A NCAC 13G .0501 10A NCAC 13F .0501					
Competency Validation for LHPS Personal Care task prior to completing task 10A NCAC 13G .0504 10A NCAC 13F .0504					
Notes:					

Staff Names ⇒ Items and references ↓↓					
ACH Administrator of 7 or more bed facility currently Certified § 90-288.17. Posting certificates.					
FCH Administrator. Approval letter/cert from DHSR for facility § 90-288.17. Posting certificates.					
Activity Director: Hired after 09/30/22 meets minimum qualifications in 10A NCAC 13F/G. 0404					
Staff person in charge of food preparation and serving complete a food service orientation program established by the Department or an equivalent within 30 days of hire for those staff hired on or after July 1, 2004 10A NCAC F/G.0509					

Notes:

Staff Names ⇒ Items and references ↓↓					
Medication Staff					
Med Staff & Med Staff Supervisors Date Med Admin Clinical Skills Checklist completed 10A NCAC 13G .0403/.0503 10A NCAC 13F .0403/.0503					
Med Staff & Med Staff Supervisors (<i>employment prior to 10/01/13 OR exempt from required medication training</i>) Date Passed Med Test (within 90 days of Validation date) 10A NCAC 13G .0403/.0503 10A NCAC 13F .0403/.0503					

Med Staff & Med Staff Supervisors <i>hired after 10/01/13 & NOT exempt</i> from required medication training Date 5/10/15 Hour Training Completed					
Med Staff & Med Staff Supervisors <i>hired after 10/01/13 & NOT exempt</i> from required medication training Date Passed Med Test (within 60 days of hire as MA)					
Med Staff & Med Staff Supervisors 6 hours Med CE/yr 10A NCAC 13G .0403 10A NCAC 13F .0403					
Med Staff and Med Staff Supervisors Date of Annual Infection Control Training GS 131D-4.5B (a)					
Notes:					
Special Care Unit Staff 10A NCAC 13F .1309					
SCU training New employees 6 hr. within first week of employment					
SCU training New employees 20 hr. within six months					
Has staff responsible for personal care and supervision within the unit completed at least 12 hours of continuing education annually, with 6 hours being dementia specific?					

Notes: