

Perpetual Staff Log

For _____
Facility Name

Complete this form by selecting a sample of staff from each shift. 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 Ck (code #) G.S. 131E-256 10A NCAC 13G .0406 & .1206 10A NCAC 13F .0407 & .1205					
Date Criminal Hx Ck 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 Drug Testing prior to employment G.S. 131D-45					
CPR (q24 mos.) last date taken 10A NCAC 13G .0507 10A NCAC 13F .0507 (Need one on duty /shift)					
Personal Care Staff Trng & Comp.(within 6mos hire) or qualified exemption 10A NCAC 13G .0501 10A NCAC 13F .0501					
Competency Validation for LHPS Personal Care task prior to doing task 10A NCAC 13G .0504 10A NCAC 13F .0504					
Adm. of 7 or more bed facility currently Certified § 90-288.17. Posting certificates.					
FCH Adm. Approval letter/cert from DHSR for facility § 90-288.17. Posting certificates.					
Activity Director: Hired after 7/2005, completed within 9 mos. Basic Activity Director Course					

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Staff person designated as food preparation and serving will 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.					
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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 (employment prior to 10/01/13 OR exempt from required medication training) Date Passed Med Test (W/I 90 days of Validation date) 10A NCAC 13G .0403/.0503 10A NCAC 13F .0403/.0503					
Med Staff & Med Staff Supervisors hired after 10/01/13 & NOT exempt from required medication training Date 5/10/15 Hour Training Completed GS 131D-4.5B (b)					
Med Staff & Med Staff Supervisors hired after 10/01/13 & NOT exempt from required medication training Date Passed Med Test (W/I 60 days of Validation date) GS 131D-4.5B (b)					
Med Staff & Med Staff Supervisors 6 hours Med CE/yr 10A NCAC 13G .0403 10A NCAC 13F .0403					

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Med Staff and Med Staff Supervisors Date Annual Infection Control Training GS 131D-4.5B (a)					
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?					

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Notes: