

➡ **Personnel Record Review:** ▲

Purpose - To verify that personnel have the qualifications and demonstrated competencies to provide safe and effective dialysis care

Review the facility-submitted documentation on the “Personnel File Review” worksheet given to the facility administrative person during the Entrance Conference.

Review selected personnel files: *Select a minimum of 3 personnel files to review for verification of the accuracy of the facility-submitted documentation. Select the files using the criteria below:*

- Identified concerns about the qualifications or competency of specific staff during observations of care or interviews with patients or staff
- The facility-submitted documentation is incomplete or show irregularities/variances for specific personnel

Triggers for citation or more investigation of concerns:

- Personnel lack required qualifications or competency verification (V410, 681)
- Verification review indicates inaccurate or incomplete facility-submitted documentation for 1 or more files.
- PCTs listed with no certification expiration date-*check for hire date within 18 months; Note that medical, military, or other approved leave of absence extends the time allowed for certification/recertification (V695)*

Extending personnel file review may include review of 3 more personnel files to verify accuracy of the facility-submitted documentation.

