

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES-DIVISION OF LICENSING PROGRAMS
MODEL FORMAT DEVELOPED FOR CHILDREN'S RESIDENTIAL FACILITIES
PERSONNEL RECORD CHECKLIST & RECORD OF TRAINING**

Name: _____

(NOTE: *Applicants for licensure may use initial site inspection date as the date of employment.)

Employment/Hire* Date: _____ Position/Job Title: _____ Separation date: _____

Employment/Hire* Date: _____ Position/Job Title: _____ Separation date: _____

Employment/Hire* Date: _____ Position/Job Title: _____ Separation date: _____

Date began working with children: _____ Date began working alone with children: _____

Required Documentation

_____ **Application for employment or other written material providing:**

- Name
- Address:
- Phone Number:
- Social Security Number OR Other Unique Identifier:

_____ **Educational Background** (highest grade completed, GED, or post-secondary degrees conferred):

- **Employment History** (i.e. employer name, address, phone, job title, responsibilities, dates of employment including month, day and year):

_____ **Two written references OR documentation of oral references**

_____ **Health screening:**

- Initial screening assessment results no older than 30 days
- Initial results submitted at the time of hire/residency at facility,
- Initial and Annual results on a screening form that contains the elements of a current form published by Virginia Department of Health.
- Annual results submitted (results within 13 months of date of last results)

_____ **Current job description** (if person changes positions; need job description of each position)

_____ **Performance Evaluations:**

- Completed annually

_____ **Child protective services check of the VDSS Central Registry:** (NOTE: results of the check must be received by the facility prior to the individual working alone with children. Date facility received results: _____)

_____ **Criminal history background investigation** by OIR Background Investigation Unit: (NOTE: results must be received prior to any work with children. Date facility received results: _____)

Credentials of Chief Administrative Officer and Program Director hired after 12/28/2006:

- Official transcripts from accredited college or university
- Documentation of prior relevant experience

Documentation of:

- Educational degrees
- Professional certification or licensure, if required for position

Required Training

Date(s) Given:	Topic:
	<u>Due within 7 days following begin date</u>
	Basic orientation to facility’s behavior intervention policies, procedures, techniques regarding: <ul style="list-style-type: none"> • Less restrictive interventions • Timeout • Physical Restraint
	<u>Due within 14 days of begin date or before individual is alone with children</u>
	Emergency Preparedness and Response Training to include: <ol style="list-style-type: none"> a. Alerting emergency personnel and sounding alarms b. Implementing evacuation procedures, including residents with special needs c. Using, maintaining, and operating emergency equipment d. Accessing residents’ emergency information, including medical information e. Utilizing community support services
	New employees, employees transferring from facilities operated by same provider, relief staff, volunteers and student/interns: <ol style="list-style-type: none"> a. Objectives of the facility b. Practices of confidentiality c. Decision-making plan d. Interdepartmental Standards including prohibited actions outlined there in e. Other policies and procedures applicable to their positions, duties and responsibilities

Date(s) Given:	Topic:
	<u>Within 30 days following begin date:</u>
	<u>All staff working with residents:</u> enrolled in Standard First Aid class (unless currently certified; copy of certification should be kept in personnel record)
	<u>All staff working with residents:</u> enrolled in a cardiopulmonary resuscitation class (unless currently certified; copy of certification should be kept in personnel record)
	<u>All staff working with residents</u> trained in: <ul style="list-style-type: none"> • Child abuse and neglect mandatory reporting • Maintaining appropriate staff and resident relationships and interaction • Suicide prevention
	<u>All staff:</u> facility's policies and procedures regarding Standard Precautions
	<u>All staff:</u> <ul style="list-style-type: none"> • appropriate siting of children's residential facility • good neighbor policies and community relations • shaken baby syndrome and its effects
	<u>All staff responsible for medication administration:</u> BEFORE administering medications <ul style="list-style-type: none"> • Complete medication administration training program approved by the Board of Nursing (32 hours, copy of certification should be kept in the personnel record) <u>OR</u> • Be licensed by the Commonwealth of Virginia to administer medications
	<u>Non-date specific training</u>
	<u>All staff:</u> in any area of quality improvement as identified from the results of the quality improvement plan
	<u>REQUIRED ANNUAL RETRAINING</u>
	Emergency Preparedness and Response Training to include: <ol style="list-style-type: none"> a. Alerting emergency personnel and sounding alarms b. Implementing evacuation procedures, including residents with special needs c. Using, maintaining, and operating emergency equipment d. Accessing residents' emergency information, including medical information e. Utilizing community support services
	<u>All staff responsible for medication administration:</u> refresher training

Date(s) Given:	Topic:
	<u>REQUIRED ANNUAL RETRAINING</u>
	<u>All childcare staff:</u> <ul style="list-style-type: none"> • provider's behavior intervention and • timeout policies and procedures
	<u>All staff working with residents</u> retraining in: <ul style="list-style-type: none"> • Child abuse and neglect mandatory reporting • Maintaining appropriate staff and resident relationships and interaction • Suicide prevention
	<u>All staff:</u> retraining facility's policies and procedures regarding Standard Precautions
	<p><i>**This additional space below can be used to document:</i></p> <ul style="list-style-type: none"> • <i>the <u>required additional 15 hours of training</u> applicable to each full-time staff persons' job duties and the additional training and</i> • <i>staff development provided and other trainings attended</i>