

Policy Title:	Program: Personnel File Requirements				
Policy Number:	2.006	Version:	X.0	Rescind Date:	07/01/2004

Overview

OAR 411-325-0160 (2) – rescinded 07/01/2004 KEEP FORMS

Attach	DHS #	Name:	Date	Mandatory Tool
C_4.003	4566	Hep B Immunizations		01/07 Mandatory
		Employee File Checklist (02)		
		Pre-Service Training Record (01)		
		Yearly Staff Training Record (01)		
		Temp Doc CPR/First Aid Certification (01)		
		Hep B Immunization Series Des. Form (01)		
	4624C	Mandatory Abuse Children version (10)		01/10 Mandatory
	4624A	Mandatory Abuse Adult version (10)		01/10 Mandatory
	4640	Universal Precautions		01/10 Mandatory
	4559	Employee Property Tracking Record		01/10 Mandatory
	0225	Driving Record (copy of Drivers Lic.)		01/10 Mandatory
	0121	Employee Emergency Information		Mandatory
		SOCP Code of Conduct		
		SOCP Cell Phone usage		
		SOCP Dress Code Guidelines		
		SOCP Group Home Rules		
	301	Criminal History Check form		
A_5.001	4641	Significant Exposure Information		11/07 Mandatory
B_5.001	4640	Universal Precautions		11/07
C_5.001	4633	Exposure Plan Statement of Consent		04/08
		Yearly Cumulative Training Record		
		Core Comp Training Records		