



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-037
SUBJECT: WORKFORCE MEMBER AREA FILES	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 2
REVIEWED BY: HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	EFFECTIVE DATE: 08/01/01
TO BE PERFORMED BY: MANAGERS/SUPERVISORS	REVIEWED DATE: 04/16/07
	REVISED DATE: 05/2017

PURPOSE

To identify the content and organization of the workforce member's area file.

POLICY

Each department manager/supervisor shall initiate and maintain an area file for each workforce member within that department/unit containing the items identified under Procedure.

PROCEDURE

A. The workforce member's area file will be organized as follows:

- Section 1 Current signed position description (annually and/or job change)
- Section 2 License/certifications, permits, registrations that match the job requirements in the scope of service and must have a Primary Source Verification printout
- Section 3 Health Screen Clearance (initial & annual)
- Section 4 Facility-specific Orientation
Department/Unit Based Orientation
Annual Re-Orientation (evidenced by Certificate of Completion)
- Section 5 Initial Competency Assessment
Annual Competency Validation and Performance Evaluation
Annual Department-Specific Competency and Validation (as applicable, i.e., age, equipment, and/or skills)
Signed acknowledgment of Human Resources Policies
- Section 6 Continuing Education Certificates
Mandatory Training Verifications
In-Service/Training Transcript

B. The department manager/supervisor will perform a file review for each active workforce member at least annually to ensure it contains the required documentation.

C. Workforce Member's area files must contain a printout of the primary source verification for all licenses,

certifications, permits and/or registrations (as applicable).

- D. Upon termination of a workforce member, whether voluntary or for cause, the manager/supervisor shall move the area file to "inactive" files and maintain it for a minimum of three (3) years.
- E. Health clearance documentation and criminal background information are **not** to be kept in a workforce member's area file.
- F. Area Files are to be maintained in a locked and/or secure area.

DEFINITIONS

Workforce or Workforce Member

Workforce member is defined as employees, volunteers, trainees, affiliates, students, and any other persons who perform work under the control of DHS, whether or not they are paid by the County.

AUTHORITY

Los Angeles County Code, Title 5, Civil Service Rule 6
Department of Health Services' personnel Practice Number 111
State of California Business and professions Code
Joint Commission on the Accreditation of Healthcare Organizations (JCAHO)

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Lessie Barber, RN, Nursing Director

Date

Signature(s) on File.