



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF DENTISTRY POLICY AND PROCEDURE

SUBJECT: Department Personnel File

Policy No.: 2.3
Supersedes:
Revision Date: 11/18/09
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POLICY:

The Department of Dentistry shall keep a personnel file will be kept for each staff member.

PROCEDURE:

These files shall be confidential and kept in a secure area of the Department Offices.

The Department Chairman and the Department Manager may have access to personnel files.

Personnel file shall consist of the following items, as appropriate, to document the staff member meets minimum requirements:

1. Class Specifications with Minimum Requirements
2. Orientation Check Sheet
3. Worker Exposure Sheets
4. Curriculum Vitae/Resume*
5. State License *
6. DEA Registration *
7. Radiation Safety Certificate (for non-dentists taking x-rays)
8. Continuing Education/In-service Training Records
9. CPR Certificate
10. Performance Evaluations
11. Other Pertinent Information

*Credentialed Dental Professional Staff

EFFECTIVE DATE: 08/2002

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: Terrie DeBord, DDS