

PCA Employee File Checklist			
Employee Name:			
Employee ID:			
Hire Date:			
Termination Date (if applicable)			
Reason for Termination (if applicable)			
Items listed below must be maintained in Employee File and made available for State and/or Federal audits.			
Upon Hire	Date Added to File	Compliance Officer Initial	Notes
Job Description			
Licensure/certification (as required for job description)			
National Fingerprint based background check			
Valid, state issued photo ID			
High School Diploma/GED or proof of ability to read and write			
Physical Examination			
TB skin test			
First Aid certification			
CPR certification			
Nurse Aide Abuse Registry Check			
Office of Inspector General Check			
Training Records			
Performance Reviews			
Signed confidentiality agreement that includes social media waiver			

Annually	Date Added to File	Compliance Officer Initial	Notes
Physical Examination			
TB skin test			
Training Records			
National Fingerprint Based Background Check (bi-annually)			
State Issued Photo ID Validity Check			
Performance Reviews			
Monthly	Date Added to File	Compliance Officer Initial	Notes
Office of Inspector General Check			
Nurse Aide Abuse Registry Check			
Office of Inspector General Check			
Nurse Aide Abuse Registry Check			
Office of Inspector General Check			
Nurse Aide Abuse Registry Check			

