**NON-CAREGIVING STAFF: CHECKLIST FOR NEWLY-HIRED EMPLOYEES**

(For staff who will not be providing care to residents—housekeeper, maintenance, business office, etc. Because these employees do not need to have caregiver training, or CPR/1st Aid, they CANNOT be left alone with residents who are not assessed to be able to spend time independently. Additionally, they CANNOT provide direct care to residents.)

DATE OF HIRE: DATE OF TERMINATION:

|  |  |
| --- | --- |
| Staff Name:  | Date of Birth:  |
| Address: | Contact Phone: |
| Emergency Contact:  | Emergency Contact Phone: |
| Job title: |

* Completed application
* I-9 Form completed
* W-4 Form completed
* Offer of Employment Letter, SIGNED (employee agrees to rate of pay, job title, 1st day)
* Job description, SIGNED (employee agrees to what their job duties are)
* WA State Criminal History Background Authorization Form – completed and submitted (within 1 day)
* Criminal history results letter returned from BCCU
	+ No crimes
	+ Disqualifying crime(s) – TERMINATE
	+ Crime(s), not on disqualifying crimes list
		- Terminate, if desired, OR
		- Character, Competence, and Suitability Review COMPLETED and in file
* TB test #1 (Must be completed within 3 days of hire)
* TB test #2 (Must be completed from 1 to 3 weeks after first test)
* TB Chest X-Ray (if skin test positive, x-ray must be done within 7 days of skin test)
* TB Signs and Symptoms Evaluation (If employee already has a documented history of positive skin test, and has a previous chest x-ray, this evaluation must be done within 3 days of employment, and a new x-ray is not needed. Otherwise, this signs and symptoms evaluation must be done by the health provider evaluating the employee any time a new TB chest x-ray is taken.)

* Food worker training, IF APPLICABLE-- .5 HR (30 minutes) CE from approved instructor, or obtain Food Worker Permit good for 2 years <https://www.foodworkercard.wa.gov/language.html> (Must be completed before handling food at the AFH.)
* Facility-Based Orientation Checklist, completed (only the sections relevant to their job duties- resident care tasks CANNOT be performed by Non-Caregiving Staff)
* Other:

**ONGOING INFORMATION THAT MUST BE IN EMPLOYEE FILE**

Instructions: Fill in the due date on the line for each year due, and check the box when the information is in the file.

**Washington State Criminal History Background Check:**

*This Name and Date of Birth Check (NDOB) must be completed every two years, with the expiration of the previous NDOB check being 2 years from the date on the results letter. The first NDOB check submitted must be done just before employee’s hire date, or at least within 1 day of hire. The follow-up background checks must be submitted with plenty of time (allow for 2 weeks or more) for the results letter to be received at the AFH* ***prior to the 2-year expiration of the previous check.***

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**Food Handler Continuing Education/Renewal, if applicable:**

*.5 HR CE per year must be DSHS-approved food handling curriculum taught by an approved instructor- OR the 2-year WA DOH Food Handler’s Permit can be kept up to date.*

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