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

 (For caregiving staff needing to become certified HCAs or CNAs—who are NOT exempt from Basic Training Requirements per WAC Chapter 388-112.)

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 (where employee agrees to rate of pay, job title, 1st day)
* Job description, SIGNED (where employee agrees to what their job duties are)
* Employee Handbook, or Employee Policies and Procedures, SIGNED
* WA State Criminal History Background Authorization Form – completed and submitted (within 1 day)
* Fingerprint-Based Background Check Notice, SIGNED - required to keep in employee file
* Fingerprint Appointment Made- Form kept in employee file to prove the fingerprints are pending. Employee can work for only 120 days while fingerprint results are pending.
* Federal Fingerprints completed. Keep Appointment Receipt in employee file while results letter is pending, to prove prints have been taken. Fingerprints ONLY NEED TO BE DONE ONE TIME.
* 2 Criminal history RESULTS LETTERS- from BOTH types of background checks- 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.)
* Facility-Based Orientation Checklist (orientation to the specific details at your AFH)
* 5 hour ORSA certificate—DSHS Orientation (2 HRs) and DSHS Safety (3 HRs) completed. **The 2-Hour “Long-Term Care Worker Orientation” must be completed before providing resident care.** Usually these are taught together for a 5 HR ORSA certificate. (These 5 hours, + the 70 hours of Basic Training described below, constitute the required total of 75 HRs of training a new, non-exempt Long-Term Care Worker must have.
* Food worker training-- .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.)
* Application for Credential- HCA: Within 14 days of hire (per WAC)-- Application completed by employee, and fees paid, for Home Care Aide (HCA) credential AND for Prometric certification testing, through 1 DOH application: <http://www.doh.wa.gov/Portals/1/Documents/Pubs/675002.pdf>

**OR**

* Application for Credential- CNA: Employees choosing to get CNA certified instead of HCA certified will enroll in a CNA training course and will schedule their exam with information explained by the CNA course instructor. THEN, the application to DOH for the CNA credential gets submitted AFTER they have proof (NOT within 14 days of hire!) of successfully completing the exam. They will use this application to DOH: <http://www.doh.wa.gov/Portals/1/Documents/Pubs/667039.pdf>
* CPR &First Aid (within 30 days of hire, must work under direct supervision while pending)
* Basic Training: 70-hour HCA training certificate OR CNA training certificate in employee file. (Either type of training is accepted. CNA will be more than 70 hours of training, but either training must be completed within 120 days of hire)
* Specialty training certificates (due **within 120 days** of hire – check appropriate courses)

❑ Dementia ❑ Mental health ❑ Developmental disabilities

* Proof of HCA Certification, or CNA Certification- **copy of active credential** in employee file within 200 days of hire or CANNOT be paid to work (EXAM passed and credential shows ‘active’ with the DOH)
* Nurse Delegation for Nursing Assistants Training Certificate, if applicable
* Nurse Delegation: Special Focus on Diabetes Training Certificate, if applicable
* 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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**Continuing Education:**

*12 hours continuing education by employee’s birthday each year, except during first year that initial HCA or CNA certification is obtained. Copy of CE certificates must be in employee file at the AFH.*

*.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.*

*CPR/First Aid training can be counted as up to 3 hours of CE for actual classroom hours attended during the year it was taken.*

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**Department of Health License/Certification:**

*Remind a few weeks before employee’s birthday.* ***Employee must renew their license each year by their birth date***

 *or they will be penalized with a late fee, and you will be out of compliance with training/certification WAC Chapter 388-112.*

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**CPR/First Aid**

*Must maintain a current certification. Renewal must be complete by the date the previous CPR/1st Aid training expired. Licensed nurses need CPR training; they do not need First Aid.*

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