

Agency:

Date:

Surveyor:

Professional Staff Personnel File Review

Purpose: Surveyors may use this worksheet when conducting professional staff reviews as part of a hospice survey.

Directions: Please fill in all appropriate information.

Table 1. Professional Staff Personnel File Review

Item	Date	Date	Date	Date	Date
Name					
Date of Hire					
Discipline					
License Expiration					
Application					
Job Description					
Orientation/Training					
Annual Evaluation					
In-Service Training					
Criminal Background Check					

(State Operations Manual Appendix M - Guidance to Surveyors: Hospice 2015)