

Agency:

Date:

Surveyor:

Personnel Review

Purpose: Surveyors may use this form when conducting personnel record reviews during a hospice survey.

Directions: Fill in the name of the staff member reviewed and record the completion date(s) for each individual in the following areas.

Table 1. Aide Personnel Review Data

Review Item	Name	Name	Name	Name
Staff Member				
Date of Hire				
Qualifications (L609)				
Training (L611, L613, L614)				
Job Description				
Orientation				
Competency: Skills Demonstrated (L615, L616, L617, L618)				
Competency Documented (L619)				
Annual Evaluation				
In-Service Training (L620, L622)				
Criminal Background Check				

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