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449.39585 Personnel files for community health workers

1.

A separate personnel file must be kept for each community health worker employed or retained pursuant to a contract by a community health worker pool and must include, without limitation: (a) The name, address and telephone number of the community health worker; (b) The date on which the community health worker began working for the community health worker pool; (c) Documentation satisfactory to the Division that the community health worker has been screened for communicable diseases as described in NAC 441A.375; (d) Evidence of compliance with NRS 449.123 by the administrator of the community health worker pool or the person licensed to operate the community health worker pool with respect to the community health worker; (e) Proof that, within 6 months after the community health worker began working for the community health worker pool, the community health worker obtained a certificate in first aid and cardiopulmonary resuscitation issued by the American National Red Cross or an equivalent certificate approved by the Division and proof that such certification has been maintained current; (f) Proof that the community health worker is at least 18 years of age; (g) Proof of possession by the community health worker of at least the minimum liability insurance coverage required by state law if the community health worker will be providing transportation to a client in a motor vehicle; (h) Documentation of each initial training course and continuing education

attended by the community health worker; and (i) Documentation of the performance evaluations of the community health worker.

(a)

The name, address and telephone number of the community health worker;

(b)

The date on which the community health worker began working for the community health worker pool;

(c)

Documentation satisfactory to the Division that the community health worker has been screened for communicable diseases as described in NAC 441A.375;

(d)

Evidence of compliance with NRS 449.123 by the administrator of the community health worker pool or the person licensed to operate the community health worker pool with respect to the community health worker;

(e)

Proof that, within 6 months after the community health worker began working for the community health worker pool, the community health worker obtained a certificate in first aid and cardiopulmonary resuscitation issued by the American National Red Cross or an equivalent certificate approved by the Division and proof that such certification has been maintained current;

(f)

Proof that the community health worker is at least 18 years of age;

(g)

Proof of possession by the community health worker of at least the minimum liability insurance coverage required by state law if the community health worker will be providing transportation to a client in a motor vehicle;

(h)

Documentation of each initial training course and continuing education attended by the community health worker; and

(i)

Documentation of the performance evaluations of the community health worker.

2.

The documentation described in paragraph (h) of subsection 1 must include, without limitation, for each initial training course and continuing education attended by the community health worker: (a) The name of the training course or continuing education; (b) The date on which the training course or continuing education was attended; (c) The number of hours of the training course or continuing education; (d) The name of the instructor of the training course or continuing education; and (e) A certificate of completion or another certificate indicating that the training course or continuing education was successfully completed by the community health worker.

(a)

The name of the training course or continuing education;

(b)

The date on which the training course or continuing education was attended;

(c)

The number of hours of the training course or continuing education;

(d)

The name of the instructor of the training course or continuing education; and

(e)

A certificate of completion or another certificate indicating that the training course or continuing education was successfully completed by the community health worker.