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Title 22@ Social Security

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Division 5@ Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies

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Chapter 3@ Skilled Nursing Facilities

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Article 5@ Administration

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Section 72533@ Employee Personnel Records

72533 Employee Personnel Records

(a)

Each facility shall maintain current complete and accurate personnel records for all employees. (1) The record shall include: (A) Full name. (B) Social Security number. (C) Professional license or registration number, if applicable. (D) Employment classification. (E) Information as to past employment and qualifications. (F) Date of beginning employment. (G) Date of termination of employment. (H) Documented evidence of orientation to the facility. (I) Performance evaluations. (2) Such records shall be retained for at least three years following termination of employment. Employee personnel records shall be maintained in a confidential manner, and shall be made available to authorized representatives of the Department upon request.

(1)

The record shall include: (A) Full name. (B) Social Security number. (C) Professional license or registration number, if applicable. (D) Employment classification. (E) Information as to past employment and qualifications. (F) Date of beginning employment. (G) Date of termination of employment. (H) Documented evidence of orientation to the facility. (I) Performance evaluations.

(A)

Full name.

(B)

Social Security number.

(C)

Professional license or registration number, if applicable.

(D)

Employment classification.

(E)

Information as to past employment and qualifications.

(F)

Date of beginning employment.

(G)

Date of termination of employment.

(H)

Documented evidence of orientation to the facility.

(I)

Performance evaluations.

(2)

Such records shall be retained for at least three years following termination of employment. Employee personnel records shall be maintained in a confidential manner, and shall be made available to authorized representatives of the Department upon request.

(b)

Records of hours and dates worked by all employees during at least the most recent 12-month period shall be kept on file at the place of employment or at a central location within the State of California. Upon request such records shall be made available, at a time and location specified by the Department.

(c)

A permanent log of the temporary health services personnel employed in the facility shall be kept for three years, and shall include the following: (1) Employee's full name. (2) Name of temporary health services personnel agency. (3) Professional license and registration number and date of expiration. (4) Verification of health status. (5) Record of hours and dates worked.

(1)

Employee's full name.

(2)

Name of temporary health services personnel agency.

(3)

Professional license and registration number and date of expiration.

(4)

Verification of health status.

(5)

Record of hours and dates worked.