

## Auditable Items and Description

Name of Staff Being Audited: \_\_\_\_\_ Type/Spec: \_\_\_\_\_  
 Hospital/Facility/Unit: \_\_\_\_\_  
 Date of Service: \_\_\_\_\_ Medical Staffing Vendor: \_\_\_\_\_

*Note: Hospitals may waive any item required by OHA Solutions with their completion of the Waiver Form, Attachment 3 of the Participation Agreement / Attachment 4 of the Master Agreement.*

<b><u>Criminal Background</u></b>	<b><u>Frequency</u></b>	<b><u>For whom it needs to be done</u></b>	<b><u>Description</u></b>	<b>PASS / FAIL / NA</b>
<b><u>Screening Requirements</u></b>				
Ohio BCI Fingerprint Background Check (WebCheck)	Upon initial hire/Annual Recheck/Recheck upon break in consistent employment*	On most profiles/Kept on file in office	Fingerprint results reveal arrest information for the State of Ohio only. Proof of Ohio residency of five years should be required by employer	
FBI Fingerprint Background Check (National WebCheck)	Upon initial hire/Annual Recheck/Recheck upon break in consistent employment*	On select profiles/Kept on file in office	Fingerprint results reveal arrest information in the United States. Required if employee has <u>less than 5 years</u> of continuous residency in Ohio	
SSN Trace	Upon initial hire. Recheck upon break in consistent employment*	On all profiles	Reveals any alias names attached to the SSN and a historical list of residences with dates	
National Background Check (FCRA Compliant)	Upon initial hire. Recheck upon break in consistent employment*	On all profiles	National search of state and local courthouses' repositories. May also search sex offender registries, State Dept. of Correction facilities, and federal exclusion lists such as OIG, OFAC, GSA, and FACIS	
OIG Sanction Report	Upon initial hire. Recheck upon break in consistent employment*	On all profiles	The Office of the Inspector General maintains a database of parties excluded from participation in the Medicare, Medicaid and all Federal health care programs	
<b><u>Work History and Credentials</u></b>	<b><u>Frequency</u></b>	<b><u>For whom it needs to be done</u></b>	<b><u>Description/Acceptable Documentation</u></b>	<b>PASS / FAIL / NA</b>
Current State or National Licensure-Certification-Registration	Upon initial hire and must remain current	On all profiles as required	Primary source or online verification of current status of certifying agency	
Current CPR/BLS	Upon initial hire and must remain current	On all profiles as required	Documentation of credential and testing organization	
Additional Certifications	Upon initial hire and must remain current	On all profiles as required	Documentation of credential and testing organization (ex. ACLS/PALS/NALS/NRP/IV Cert)	
Resume or Application	Upon initial hire	On all profiles	Previous work experience	
3 years work history	Upon initial hire	On all profiles	Any prior work experience	
2 years work experience in current profession	Upon initial hire	On all profiles	Prior work experience in acute care setting	
2 professional references	Upon initial hire	On all profiles	At least one positive reference from most recent employer addressing work history & skills	
Skills Checklist/Self-Assessment	Upon initial hire/annual update	On all profiles	Documentation of frequency, quality and recent activity; signed and dated by Health Care Provider (HCP)	
Competency Exams	Upon initial hire/annual update	On all profiles, if applicable	Graded assessment of knowledge and/or skills	
Acknowledgment of HIPAA	Upon initial hire	On all profiles	Verification for HIPAA training and testing; signed by Agency Personnel	

<u>Health Screens</u>	<u>Frequency</u>	<u>For whom it needs to be done</u>	<u>Description/Acceptable Documentation</u>	<u>PASS / FAIL / NA</u>
As with HR credentialing and background screening test, health screens are system, facility, unit and/or order specific.				
Urine Drug Screen - 10 panel minimum by SAMHSA certified, third party chain of custody, clinical lab	Annually. Recheck upon break in consistent employment*	On all profiles	Must include: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methodone, Methaqualone, Opiates, PCP and Propoxyphene	
Pre-employment Physical/Statement of Good Health	Upon initial hire. Recheck upon break in consistent employment*	Clinical Only or as required by Participating Institution	Physician documentation of good health status examining practitioner. Such examination shall include, but not be limited to, an assessment that the Agency Personnel is capable of safely performing the essential functions of the job with or without reasonable accommodation.	
TB skin test (two step) AND	Upon initial hire or as required by Participating Institution	On all profiles	Proof of or verifiable documentation of negative two step skin test within the last 12 months. Must have chest x-ray if skin test is positive to rule out active TB	
Annual TB skin test (one step) OR	Annual	On all profiles	Proof of or verifiable documentation of negative skin test within the last 12 months	
QuantiFERON TB-Gold blood assay test, T-Spot OR	Annual	On all profiles	Proof of or verifiable documentation of negative blood test	
TB Chest Radiograph (x-ray)	If necessary	On all profiles, mandatory if TB skin test is positive	After positive TB test and again if symptoms or signs of TB disease develops or a clinician recommends a repeat chest radiograph. Must accompany annual TB Screening Questionnaire	
Rubeola (Measles)	Upon initial hire	On all profiles	Proof of testing at a reputable clinical lab demonstrating immunity or documentation of two adult MMR vaccines	
Rubella (German Measles)	Upon initial hire	On all profiles	Proof of testing at a reputable clinical lab demonstrating immunity or documentation of one adult MMR vaccine	
Mumps	Upon initial hire	On all profiles	Proof of testing at a reputable clinical lab demonstrating immunity or documentation of two adult MMR vaccines	
Varicella (Chicken Pox)	Upon initial hire	On all profiles	Proof of test demonstrating immunity or documentation of two adult varicella vaccinations. The treating physician may provide dated, signed statement verifying condition	
Diphtheria, Pertussis, Tetanus (Tdap)	Upon hire or booster every 10 years	On all profiles	Proof of test demonstrating immunity or documentation of booster. The treating physician may provide dated, signed statement verifying condition	
Hepatitis B or Declination	Upon initial hire	On all profiles	Proof of previous testing at a reputable clinical lab demonstrating immunity or signed waiver	
Other^:	Per hospital requirement	On all profiles		
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^ Other = additional hospital specific requirements e.g. Annual Flu Vaccine or Nicotine/Cotinine Screen

\* Consistent Employment no breaks in employment of more than two months or regular communication with employee

\*\*Upon hire or prior to confirmation of assignment

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