

TRACKING PERSONNEL REQUIREMENTS

PERFORMANCE EVALUATIONS, JOB DESCRIPTIONS, & TRAINING

2015 Employees (by Division)	Bloodborne Pathogens/ TB/Respiratory Precautions (annual) (Required Staff)	Fire Safety/Emergency Situations (annual) (All Staff)	Hazard Communications (annual) (All Staff)	Culture Diversity/The VIP Non-Discrimination Policy (annual) (All Staff)	HPAA Privacy/ Confidentiality (annual) (Required Staff)	HPAA Security/ (annual) (Required Staff)	IT and Social Media Policy (annual) (All Staff)	Performance Evaluations (annual) (All Staff)	CPR (Personal Health) (every 2 years) (Required Staff)	Pharmacy Update (annual) (required PHNs)	Title X -Mandatory Reporting & Human Trafficking (annual) (required staff)	Civil Rights Training (annual) (MC only)	Respiratory Fit Testing (annual-Fiscal Year) (All staff)
Management Team													
Ange, Janie	N/A	3/18/15	3/18/15	3/19/15	3/19/15	3/19/15	3/18/15	12/14/15	N/A	N/A	N/A	N/A	1/12/16
Cecil, Darren	N/A	5/18/15	5/18/15	5/18/15	5/18/15	5/18/15	5/18/15	12/4/15	N/A	N/A	N/A	N/A	1/11/16
Collett, Mary Lou	2/18/15	3/30/15	3/30/15	3/13/15	3/31/15	3/31/15	3/13/15	12/11/15	3/13/13	11/18/15	5/19/16	N/A	1/13/16
Hames, Jen	N/A	5/18/15	5/18/15	5/18/15	5/18/15	5/18/15	5/18/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Hednok, Barbara	2/18/15	2/5/15	2/5/15	3/23/15	3/13/15	3/13/15	2/5/15	12/11/15	3/19/14	11/18/15	N/A	6/18/15	1/11/16
Rosier, Nancy	N/A	3/11/15	3/11/15	3/12/15	3/12/15	3/12/15	3/12/15	12/15/15	3/21/12	N/A	N/A	N/A	1/11/16
Stout, Nancy	2/8/15	3/31/15	3/31/15	3/31/15	3/31/15	3/31/15	3/31/15	12/11/15	3/19/14	11/18/15	N/A	N/A	1/11/16
Finance													
Boles, Robin	N/A	3/11/15	3/11/15	3/12/15	3/12/15	3/12/15	3/12/15	12/9/15	N/A	N/A	N/A	N/A	1/12/16
Health Education													
Villines, Karen	2/18/15	11/2/15	11/2/15	11/2/15	11/2/15	11/2/15	11/2/15	12/18/15	N/A	N/A	3/16-4/28/16	N/A	1/12/16
Environmental Health													
Bailey, Eric	N/A	2/27/15	2/27/15	2/27/15	6/30/15	6/30/15	2/27/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Gartner, Greg	N/A	2/20/15	2/20/15	2/20/15	6/22/15	6/22/15	2/20/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Henderson, Lillian	N/A	2/25/15	2/25/15	2/25/15	6/30/15	6/30/15	2/25/15	12/7/15	N/A	N/A	N/A	N/A	1/12/16
Hennessee, Greg	N/A	6/30/15	6/30/15	6/30/15	6/30/15	6/30/15	6/30/15	12/15/15	N/A	N/A	N/A	N/A	1/12/16
Hutchinson, Jill	N/A	1/7/15	1/7/15	3/10/15	3/6/15	3/6/15	1/7/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Koontz, Jason	N/A	5/8/15	5/8/15	5/8/15	5/8/15	5/8/15	5/8/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Musgrave, Kathy	N/A	1/13/15	1/13/15	1/13/15	3/5/15	3/5/15	1/13/15	12/11/15	N/A	N/A	N/A	N/A	1/11/16
Parks, Lee	N/A	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	12/15/15	N/A	N/A	N/A	N/A	1/12/16
Pinyan, Angela	N/A	1/23/15	1/23/15	1/23/15	4/2/15	4/2/15	1/23/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Swicegood, Randy	N/A	2/20/15	2/20/15	2/20/15	6/9/15	6/9/15	2/20/15	12/2/15	N/A	N/A	N/A	N/A	1/11/16
Office Support													
Belinotti, Lisa	3/23/15	3/23/15	3/23/15	3/23/15	3/23/15	3/23/15	3/23/15	12/10/15	N/A	N/A	3/28-5/2/16	N/A	1/11/16
Berner, Gail	2/25/15	3/4/15	3/4/15	3/5/15	3/5/15	3/5/15	3/4/15	12/10/15	N/A	N/A	3/15-5/5/16	N/A	1/12/16
Bowers, Julie	3/5/15	3/10/15	3/10/15	3/10/15	3/10/15	3/10/15	3/10/15	12/11/15	N/A	N/A	3/16-4/28/16	N/A	1/12/16
Burgess, Linda	3/5/15	3/6/15	3/16/15	3/5/16	3/5/15	3/5/15	3/6/15	12/11/15	N/A	N/A	3/16-5/2/16	N/A	1/11/16
Hednok, Tina	3/5/15	3/10/15	3/10/15	3/10/15	3/10/15	3/10/15	3/10/15	12/11/15	N/A	N/A	4/1-4/28/16	N/A	1/12/16
Lanier, Karen	3/5/15	3/18/15	3/18/15	3/18/15	3/18/15	3/18/15	3/18/15	12/11/15	N/A	N/A	3/16-4/28/16	N/A	1/12/16
Laster, Angie	3/5/15	3/4/15	3/4/15	3/4/15	3/6/15	3/6/15	3/4/15	12/10/15	N/A	N/A	3/18-5/2/16	N/A	1/12/16
Loflin, Jenny	3/5/15	3/11/15	3/11/15	3/11/15	3/11/15	3/11/15	3/11/15	12/10/15	N/A	N/A	4/28-5/2/16	N/A	1/11/16
Lomax, Cheryl	2/25/15	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	12/10/15	N/A	N/A	3/16-4/28/16	N/A	1/11/16
Miller, Sheila	3/5/15	3/18/15	3/18/15	3/31/15	3/31/15	3/31/15	3/23/15	12/11/15	N/A	N/A	4/28-5/2/16	N/A	1/11/16
Morris, Debbie	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	12/10/15	N/A	N/A	3/16-4/28/16	N/A	1/11/16
Russ, Linda	2/25/15	3/16/15	3/16/15	3/16/15	3/16/15	3/16/15	3/17/15	12/5/15	N/A	N/A	3/15-4/28/16	N/A	1/11/16

A SINGLE LOG IS USED

- Annual Training Log (“Employee Annual Training-Activities Log”) is used to document:
 - Required annual trainings
 - Performance evaluations/job descriptions
 - Special staff requirements, e.g. Civil Rights training for WIC, CPR for nurses, etc.
 - Fit testing, Bloodborne Pathogen training
- The log is maintained on our agency intranet in password protected mode so that it cannot be tampered with
- All requirements are listed in our Workforce Development Policy

LOG IS LINKED TO POLICY

- Requirements listed in policy
- Supervisors notify Human Resources when completed
- Human Resources notifies Division Head and/or Health Director if not done

LOG USED TO HELP MEET SEVERAL ACTIVITIES

- **Activity 24.1:** The local health department shall have policies that promote and provide staff access to training. (Log used to document required annual trainings)
- **Activity 26.1:** The local health department shall have and implement a non-discrimination policy as required by state and federal law and train staff in its application. (Log used to document required annual trainings)
- **Activity 26.3:** The local health department shall assure that agency staff receives training in cultural sensitivity and competency (Log used to document required annual trainings)
- **Activity 30.5:** The local health department shall comply with OSHA regulations (Log used to document BBP training, Fit testing, Fire Safety, & Hazard Communication)
- Different columns highlighted depending on the activity (next page shows example)

HIGHLIGHTED COLUMNS OF LOG SPECIFIC TO 30.5

2015 Employees (by Division)	Bloodborne Pathogens/ TB/Respiratory Precautions (annual) (Required Staff)	Fire Safety/Emergency Situations (annual) (All Staff)	Hazard Communications (annual) (All Staff)	Cultural Diversity/Title VII/ Non-Discrimination Policy (annual) (All Staff)	HIPAA Privacy/ Confidentiality (annual) (Required Staff)	HIPAA Security/ (annual) (Required Staff)	IT and Social Media Policy (annual) (All Staff)	Performance Evaluations (annual) (All Staff)	CPR (Personal Health) (every 2 years) (Required Staff)	Pharmacy Update (annual) (required PHNs)	Title X -Mandatory Reporting & Human Trafficking (annual) (required staff)	Civil Rights Training (annual) (MIC only)	Respiratory Fit Testing (annual-Fiscal Year) (All staff)
Management Team													
Ange, Janie	N/A	3/18/15	3/18/15	3/19/15	3/19/15	3/19/15	3/18/15	12/14/15	N/A	N/A	N/A	N/A	1/12/16
Cecil, Darren	N/A	5/18/15	5/18/15	5/18/15	5/18/15	5/18/15	5/18/15	12/4/15	N/A	N/A	N/A	N/A	1/11/16
Collett, Mary Lou	2/18/15	3/30/15	3/30/15	3/13/15	3/31/15	3/31/15	3/13/15	12/11/15	3/13/13	11/18/15	5/19/16	N/A	1/13/16
Hames, Jen	N/A	5/18/15	5/18/15	5/18/15	5/18/15	5/18/15	5/18/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Hedrick, Barbara	2/18/15	2/5/15	2/5/15	3/23/15	3/13/15	3/13/15	2/5/15	12/11/15	3/19/14	11/18/15	N/A	6/18/15	1/11/16
Rosier, Nancy	N/A	3/11/15	3/11/15	3/12/15	3/12/15	3/12/15	3/12/15	12/15/15	3/21/12	N/A	N/A	N/A	1/11/16
Stout, Nancy	2/8/15	3/31/15	3/31/15	3/31/15	3/31/15	3/31/15	3/31/15	12/11/15	3/19/14	11/18/15	N/A	N/A	1/11/16
Finance													
Boles, Robin	N/A	3/11/15	3/11/15	3/12/15	3/12/15	3/12/15	3/12/15	12/9/15	N/A	N/A	N/A	N/A	1/12/16
Health Education													
Villines, Karen	2/18/15	11/2/15	11/2/15	11/2/15	11/2/15	11/2/15	11/2/15	12/16/15	N/A	N/A	3/16-4/28/16	N/A	1/12/16
Environmental Health													
Bailey, Eric	N/A	2/27/15	2/27/15	2/27/15	6/30/15	6/30/15	2/27/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Gartner, Greg	N/A	2/20/15	2/20/15	2/20/15	6/22/15	6/22/15	2/20/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Henderson, Lillian	N/A	2/25/15	2/25/15	2/25/15	6/30/15	6/30/15	2/25/15	12/7/15	N/A	N/A	N/A	N/A	1/12/16
Hennessee, Greg	N/A	6/30/15	6/30/15	6/30/15	6/30/15	6/30/15	6/30/15	12/15/15	N/A	N/A	N/A	N/A	1/12/16
Hutchinson, Jill	N/A	1/7/15	1/7/15	3/10/15	3/6/15	3/6/15	1/7/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Koontz, Jason	N/A	5/6/15	5/6/15	5/6/15	5/6/15	5/6/15	5/6/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Musgrave, Kathy	N/A	1/13/15	1/13/15	1/13/15	3/5/15	3/5/15	1/13/15	12/1/15	N/A	N/A	N/A	N/A	1/11/16
Parks, Lee	N/A	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	12/15/15	N/A	N/A	N/A	N/A	1/12/16
Pinyan, Angela	N/A	1/23/15	1/23/15	1/23/15	4/2/15	4/2/15	1/23/15	12/15/15	N/A	N/A	N/A	N/A	1/11/16
Swicegood, Randy	N/A	2/20/15	2/20/15	2/20/15	6/9/15	6/9/15	2/20/15	12/2/15	N/A	N/A	N/A	N/A	1/11/16
Office Support													
Belinotti, Lisa	3/23/15	3/23/15	3/23/15	3/23/15	3/23/15	3/23/15	3/23/15	12/10/15	N/A	N/A	4/28-5/2/16	N/A	1/11/16
Berrier, Gail	2/25/15	3/4/15	3/4/15	3/5/15	3/5/15	3/5/15	3/4/15	12/10/15	N/A	N/A	3/18-5/5/16	N/A	1/12/16
Bowers, Julie	3/5/15	3/10/15	3/10/15	3/10/15	3/10/15	3/10/15	3/10/15	12/11/15	N/A	N/A	3/16-4/28/16	N/A	1/12/16
Burgess, Linda	3/5/15	3/6/15	3/16/15	3/5/16	3/5/15	3/5/15	3/6/15	12/11/15	N/A	N/A	3/16-5/2/16	N/A	1/11/16
Hedrick, Tina	3/5/15	3/10/15	3/10/15	3/10/15	3/10/15	3/10/15	3/10/15	12/11/15	N/A	N/A	4/1-4/28/16	N/A	1/12/16
Lanier, Karen	3/5/15	3/18/15	3/18/15	3/18/15	3/18/15	3/18/15	3/18/15	12/11/15	N/A	N/A	3/16-4/28/16	N/A	1/12/16
Laster, Angie	3/5/15	3/4/15	3/4/15	3/4/15	3/6/15	3/6/15	3/4/15	12/10/15	N/A	N/A	3/18-5/2/16	N/A	1/12/16
Lofin, Jenny	3/5/15	3/11/15	3/11/15	3/11/15	3/11/15	3/11/15	3/11/15	12/10/15	N/A	N/A	4/28-5/2/16	N/A	1/11/16
Lomax, Cheryl	2/25/15	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	12/10/15	N/A	N/A	3/16-4/28/16	N/A	1/11/16
Miller, Sheila	3/5/15	3/18/15	3/18/15	3/24/15	3/31/15	3/31/15	3/23/15	12/11/15	N/A	N/A	4/28-5/2/16	N/A	1/11/16
Morris, Debbie	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	3/5/15	12/10/15	N/A	N/A	3/16-4/29/16	N/A	1/11/16
Russ, Linda	2/25/15	3/16/15	3/16/15	3/16/15	3/16/15	3/16/15	3/17/15	12/15/15	N/A	N/A	3/15-4/28/16	N/A	1/11/16

ANNUAL EMPLOYEE REQUIRED ACTIVITIES RECORD

- Completed annually in conjunction with evaluations & job descriptions between October 16th and December 16th on each employee
- Each year at the annual job description review, employee feedback is solicited to identify training and continuing education needs
- Verification of completed activities, including orientation for those newly hired

Annual Employee Required Activities Record

Job Description Review: Employee's name _____
I have reviewed my job description and received any needed clarification regarding my job responsibilities/expectations.
Employee signature: _____ Date: _____

Access to Medical Records:
I understand that my medical records containing employee health information and any employment related exposures are stored in a secure file in the Communicable Disease Team Leader's office. I understand that I may contact the Communicable Disease Coordinator to access these records.
Employee signature: _____ Date: _____

Employee Feedback – Employee identification of:

A. Training needs _____

B. Continuing education needs _____

C. Impediments to job performance/suggestions for corrective actions _____

D. Staff retention suggestions _____

Supervisor verification of completion of required activities:

1. Employee verifies having read the current Confidentiality Policy the signed Confidentiality Agreement is attached to this form. _____ Yes _____ No

2. Annual training requirements have been met and recorded on the Staff Training Spreadsheet _____ Yes _____ No _____ N/A

3. Credentialing requirements have been met _____ Yes _____ No _____ N/A

4. For employees hired within the past 18 months: _____ N/A
A. The employee has completed all Departmental orientation activities including required Public Health Preparedness trainings within 12 months of hire. _____ Yes _____ No - Date due _____
B. The employee's 1) "Departmental Orientation Schedule" and 2) divisional orientation documentation has been completed and forwarded to the Departmental Finance/Personnel Division and filed in the employee's departmental personnel record. _____ Yes _____ No - Date due _____
C. The employee verifies having completed the Departmental "Orientation Evaluation" and returning it to the Quality Improvement Coordinator. _____ Yes _____ No

Supervisor signature: _____ Date: _____
(Supervisors - return this completed and signed form to the Departmental Finance/Personnel Division for filing in the employee's departmental personnel record.)

CONTACT INFORMATION

- Will be happy to send electronic copies of log, policy, or activities record
- Nancy.Stout@davidsoncountync.gov
- 336-242-2344