

**Contract Staff Personnel File Checklist**

Contract Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Contractor Services Agreement/Contract (annual review if required by policy or accreditation)
- Confidentiality/Conflict of Interest Disclosure Statement
- Orientation Checklist
- License and License verification
- Competency Skills Checklist as appropriate
- Validation of professional liability insurance
- Criminal Background check, Employee Misconduct Registry/Nurse Aide Registry, National Sex Offender Registry check if appropriate
- OIG check as required
- Hepatitis B consent/declination
- TB (per agency policy)
- Validation of current flu season vaccination/declination if required
- Compliance Pledge/Training and Education if agency has Compliance Program
  
- \_\_\_\_\_
  
- \_\_\_\_\_
  
- \_\_\_\_\_

*Note: The results of the Criminal Background History Check and health information should not be filed as part of the personnel file, but should be kept in a separate file folder/binder in a secure location.*