

## Personnel Check List

7 AAC 75.210, 7 AAC 75.215, 7 AAC.75.220, 7 AAC. 75.240, 7AAC 10.920 AS  
47.05.300.

### Before Beginning Employment

- \_\_\_\_\_ Provisional or final authorization to work from BCU
- \_\_\_\_\_ Three (3) character references (cannot be related to the employee)
- \_\_\_\_\_ Two (2) employment references (one employment reference may serve as a character reference)
- \_\_\_\_\_ Current negative TB
- \_\_\_\_\_ Assessment of sufficient language skills to meet the needs of the residents
- \_\_\_\_\_ Current CPR and First Aide certification (if providing direct care) Home is responsible for having a care provider on duty that has documented proof of current certifications.

### Upon Employment

- \_\_\_\_\_ Orientation to the home ( must include orientation to emergency procedures, fire safety, resident rights, universal precautions for infection control, biohazards, applicable state regulations and statues, resident interaction, any house rules, sanitation, duties and responsibilities, medication management and security, physical plant layout, and reporting responsibilities.)

### After Employment

- \_\_\_\_\_ Continuing education (18 hours for the administrator and 12 hours for the care provider)