We Need Your Help Correcting Non-Compliant Blue Folders

Beyond auditing your blue folders, we need your help to get deficiencies corrected. Not all of the required items can be corrected when they are missing/late, but action can be taken for each deficiency to get us closer to compliance. Feel free to retain and print this information for future reference.

Front Label – The easiest item to fix, labels can be updated in writing with a pen; the information is not required to be typed. Requirements are the employee’s name, Job Classification Title, and their Date of Hire into a regular (non-temp) position anywhere at the University

Job Description – This documentation can come from a number of places, which are detailed on the BFB web site, on the Job Description page. Departments are encouraged to develop more detailed Job Descriptions; instructions are available here.

PSV Licensure/Certification/Registration – Required licensure that falls under PSV regulations (in short, all required patient care licenses) should be verified prior to the credential expiration. If that hasn’t been done, the license should still be verified ASAP. Specifics regarding where to verify are detailed on the PSV Matrix. Expired licenses should be immediately reported to the employee’s supervisor/manager.

Non PSV Licensure/Certification/Registration – Required licenses that do not fall under PSV regulations (non-patient care licenses) can be stored in MLearning (using the MLearning Non_PSV Licensure Template in the Blue Folder) or may be copied and stored directly in the Blue Folder. Expired licenses should be immediately reported to the employee’s supervisor/manager.

Orientation Documentation – There are several types of Orientation Documentation. The institution generates the UMHS Orientation Checklist, which employees bring back to their department from New Employee Orientation, for completion, signatures and inclusion in the Blue Folder. This document can’t be recreated if it is missing, although departments should have an improvement plan if it hasn’t been completed with recently hired employees. Departments may also create their own orientation checklists or may add department-specific items to the institutional checklist; both should be placed in the Blue Folder. While a departmental orientation checklist will assist in demonstrating that we take onboarding seriously, particularly when the institutional document is missing, departmental checklists shouldn’t be created solely for use only when the institutional form is missing. Orientation checklists should be done when an employee is 1) new to the institution; 2) has a new job title and/or has transferred to your area.

Performance Evaluations – The Blue Folder auditor should bring any missing Performance Evaluations to the attention of the employee’s manager/supervisor. Missing evaluations may be completed at any time, regardless how tardy. If several years are missing, it is best to begin with the most recent evaluation period and work backwards. Evaluations that are completed after their due date may not save us from a zing from the surveyors, bit it will likely lessen the severity of the zing, as it shows our good faith to correct problems.

Mandatories – Institutional and role-specific mandatories are found in the Joint Commission Report for those with Facilitator access in MLearning. You can search for an employee by Name, Uniquename, or UMID. The Blue Folder auditor should bring any missing mandatories to the attention of the employee’s manager/supervisor. If mandatories are missing, employees may complete only the current years mandatory.

Competency Assessments – Departments determine how competency is assessed, how the assessment is documented and where documentation is stored. The Blue Folder auditor should bring missing competency assessments to the attention of the employee’s manager/supervisor. Required for all patient care positions, missing competency assessments may be completed any time during the current year. Competency assessments generally take place annually, based on the patient care goals of the unit, but should always occur if patient care duties change, or if new equipment or procedures/protocols are implemented.

Ongoing Education - The Blue Folder auditor should bring missing ongoing education to the attention of the employee’s manager/supervisor. Required for all employees, missing ongoing education may be completed any time during the current year.
Mock Survey Audits

As mentioned in the last Bulletin, HR has begun conducting unannounced mock surveys to prepare us all for the upcoming Joint Commission visit. We will contact departments a day in advance, requesting specific folders. On-site departments should be prepared to deliver folders the following day to our Mock Command Center (somewhere in UH), where HR Staff will spend the entire day auditing folders. A report of our findings will be included after our audit is complete.

Mock surveys will be conducted at least monthly, and began in July. We hope to help you identify any non-compliance issues so they may be corrected prior to the actual survey. To meet our auditing goals, we may require the assistance of others to help with audits. If you are interested in the opportunity, contact us at BFBrigade@med.umich.edu to express interest.

MLearning

A few things appear differently in the new MLearning than in the previous version. To access the Joint Commission Report, click on the Facilitator icon, then Reports, then Joint Commission Report. Results can be printed directly from MLearning, or exported to Excel or to a PDF.

Note that only institutional and role-specific Mandatories are listed under the Mandatories/Competencies heading. Both Competency Assessments and Ongoing Education may be found under the Transcripts heading.

BFB Labs for 2015

Blue Folder Labs are offered several times monthly, at NIB 6B16. Labs cover what goes in the folders, how to audit them, and how to use the audit tool. 2015 labs are listed to the right. To register, email BFBrigade@med.umich.edu.

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Contact List

With surveyors arriving at any time now, it’s critical that you look at the contact list to be sure that all of your departments are listed accurately. Let us know if something is missing or incorrect on the BFB Contact List.

CONTACT US:

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Questions to Nancy Dashner nanthomp@med.umich.edu