

University of Michigan Health System Blue Folder Audit Register

Date:	Name: Empl ID:	Name: Empl ID:	Name: Empl ID:
Name, DOH & Job Classification Title (Front of folder)	Y	Y	Y
	N	N	N
Job Description (Left side; current only)	Y	Y	Y
	N <input type="checkbox"/> Not included <input type="checkbox"/> Doesn't match job title <input type="checkbox"/> Missing population served <input type="checkbox"/> Doesn't match eval	N <input type="checkbox"/> Not included <input type="checkbox"/> Doesn't match job title <input type="checkbox"/> Missing population served <input type="checkbox"/> Doesn't match eval	N <input type="checkbox"/> Not included <input type="checkbox"/> Doesn't match job title <input type="checkbox"/> Missing population served <input type="checkbox"/> Doesn't match eval
PSV for Licensure/Certification/Registration (Left side; current only)	Y	Y	Y
	N <input type="checkbox"/> Not included <input type="checkbox"/> Expired <input type="checkbox"/> Not Signed	N <input type="checkbox"/> Not included <input type="checkbox"/> Expired <input type="checkbox"/> Not Signed	N <input type="checkbox"/> Not included <input type="checkbox"/> Expired <input type="checkbox"/> Not Signed
	N/A	N/A	N/A
Non PSV Licensure/Certification/Registration (Left side; current only)	Y	Y	Y
	N <input type="checkbox"/> Not included <input type="checkbox"/> Expired	N <input type="checkbox"/> Not included <input type="checkbox"/> Expired	N <input type="checkbox"/> Not included <input type="checkbox"/> Expired
	N/A	N/A	N/A
Orientation Documentation (Left side; should have at least one)	Y	Y	Y
	N <input type="checkbox"/> Not included <input type="checkbox"/> Incomplete <input type="checkbox"/> Not signed <input type="checkbox"/> Not dated on each line	N <input type="checkbox"/> Not included <input type="checkbox"/> Incomplete <input checked="" type="checkbox"/> Not signed <input type="checkbox"/> Not dated on each line	N <input type="checkbox"/> Not included <input type="checkbox"/> Incomplete <input type="checkbox"/> Not signed <input type="checkbox"/> Not dated on each line
Performance Evaluations and Improvement Plans (Right side; 3 years worth)	Y	Y	Y
	N <input type="checkbox"/> Doesn't match job description <input type="checkbox"/> Last 3 years not included <input type="checkbox"/> No job-specific expectations <input type="checkbox"/> No development plan	N <input type="checkbox"/> Doesn't match job description <input type="checkbox"/> Last 3 years not included <input type="checkbox"/> No job-specific expectations <input type="checkbox"/> No development plan	N <input type="checkbox"/> Doesn't match job description <input type="checkbox"/> Last 3 years not included <input type="checkbox"/> No job-specific expectations <input type="checkbox"/> No development plan
Mandatories (Right side; 3 years worth)	Y	Y	Y
	N <input type="checkbox"/> Last 3 years not included	N <input type="checkbox"/> Last 3 years not included	N <input type="checkbox"/> Last 3 years not included
Competency Assessments (Right side; 3 years worth)	Y	Y	Y
	N <input type="checkbox"/> Last 3 years not included	N <input type="checkbox"/> Last 3 years not included	N <input type="checkbox"/> Last 3 years not included
	N/A	N/A	N/A
Ongoing Education (Right side; 3 years worth)	Y	Y	Y
	N <input type="checkbox"/> Last 3 years not included	N <input type="checkbox"/> Last 3 years not included	N <input type="checkbox"/> Last 3 years not included
Comments			