

Correcting Deficiencies in Non-Compliant Blue Folders

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.

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, but it will likely lessen the severity of the zing, as it shows our good faith to correct problems.

Mandatories – Institutional and role-specific mandates 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 mandates to the attention of the employee's manager/supervisor. If mandates are missing, employees may complete only the current year's 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.