

Who is required to have a blue folder?

Documentation is required for all regular staff, temporary staff, contract staff and volunteers appointed to a UMHHC department, including Shared Services departments.

Additionally, non-UMHHC employees (Dental School, Med School, etc) who have patient care duties, touch patients, or make decisions regarding patient care are also required to have a blue folder.

- This documentation must be held in a blue folder for all regular employees.
- The following documentation for temporary employees, contract staff and volunteers may be kept in files:
 - Job Description
 - Orientation
 - PSV Documentation when licensure/certification/registration is required
 - UMHS Mandatories
 - Performance Evaluations depending on length of employment
 - and Job Specific Competencies if performing the same patient care duties as regular staff.