<table>
<thead>
<tr>
<th>Left Side – Current copies of Job Description &amp; PSV and original Orientation Documentation</th>
<th>Right Side – Previous two consecutive fiscal years, plus current required.</th>
</tr>
</thead>
</table>
| **JOB DESCRIPTION:**  
Job description can be one inclusive document or a combination of the following as long as it includes the population served:  
• A University Classification Description  
• Career Navigator Description  
• A department job specific description  
• A description of tasks, duties, & responsibilities  
*It is critical the job description accurately reflects the duties of the employee's position and matches what the employee is assessed on during their annual performance evaluation. Keep current documentation only.* | **PERFORMANCE EVALUATION & IMPROVEMENT PLAN:**  
UMHHC Policy requires annual evaluations of performance.  
• Bargained for staff receive evaluations based on hire date and must be completed annually during the month of their hire date.  
• Non-bargained for staff receive annual evaluations as part of UMHHC salary program process.  
Previo0us two consecutive fiscal years, plus current are required. |
| **DOCUMENTATION OF PRIMARY SOURCE VERIFICATION (PSV) FOR LICENSURE, CERTIFICATION, and/or REGISTRATION:**  
Primary Source Verification is TJC requirement that the university has verified the employee’s license is valid.  
• For patient care staff, insert copy of Primary Source Verification documentation, either printed page from website or telephone verification form. See PSV matrix (on the Blue Folder Website) for requirements.  
• For non-patient care staff, insert license, certificate, or registration only if it’s a job requirement.  
Keep current documentation only. | **MANDATORIES**  
Mandatories - All UMHHC staff must complete institutional mandatoriest annually; place proof of completion (URL or paper copy) in folder. This will need to be printed and placed in folder when surveyor is on site. |
| **ORIENTATION DOCUMENTATION:**  
Includes one or more of the following:  
• UMHS Orientation Checklist  
• Departmental/unit orientation process documentation  
• Job specific orientation process documentation  
If hired before 1993, no documentation is required | **ONGOING EDUCATION AND COMPETENCY DOCUMENTATION:**  
Can Include:  
• Formal Classes • Training • In-Services  
• Workshops • Discussion groups • Demonstrations  
• Attendance at Employee Forums  
• Participation in QI Brown Bag Sessions  
• Attendance at informational staff meetings  
• Job specific videos watched or books read  
• Online learning modules & self-study quizzes  
• Precepting & mentoring  
**COMPETENCY ASSESSMENTS:**  
UMHHC patient care staff must have periodic competency assessments that are based on unit-specific schedule, including:  
• Upon hire (orientation competency)  
• Transfer  
• Changes in duties  
• Performance gaps  
Previous two consecutive fiscal years, plus current are required. |

Any documentation that does not fit into one of the above categories is not to be placed in blue folder 

January 2017