TJC Survey
We made it through another survey! Most of the folders we saw were in good shape and we’d like to thank you for your hard work. You are the experts in this ever-important documentation, as well as the educators of your departments.
The annual audits are the best way to insure against missing/improper documentation. Although the survey is over, remember to audit your folders and enter the data into the Audit Tool so your area remains compliant.

<table>
<thead>
<tr>
<th>Job Descriptions</th>
<th>Shared Services</th>
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<td>As most of you know, the survey report twice specified instances in which the job description in the blue folders didn’t reflect the specific duties of the employees. While there are descriptions in the Career Family Navigator, if they don’t accurately describe the duties, they can’t be used. If you suspect that a job description is too generic or doesn’t accurately communicate what an employee does, please address the employee’s supervisor. We will work with Nursing on the specific cases found during the survey. If there are learning outcomes that could benefit others, we will share them with you.</td>
<td>As UMHS has developed a Shared Services approach to many non-clinical functions such as Finance and HR, there has been some question about whether departments falling under this umbrella are surveyable. We have learned that status is based on a certain financial indicator and as a first look it appears that all of our departments currently categorized as Shared Service are in. This means that these areas must have blue folders. This is still under investigation, so stay tuned – but don’t get rid of your blue folders!</td>
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PSV
When verifying a license/registration/certificate, please be sure to do so before the document expires. Verifications completed even one day after expiration are non-compliant. Don’t forget that the PSV Matrix is continuously changing, because requirements may be changed at any time. It’s best to consult the PSV Matrix any time you audit the folder of a patient care worker. The PSV Matrix can be found [here](#).

Blue Folder Labs Scheduled
We have scheduled more Blue Folder Labs. These are 2-hour classes that cover what goes in the folders, how to audit them, and how to use the audit tool. Please email us to sign up for one of these labs:
Friday, May 17th, 2 – 4pm, NCAC Room 2301
Wednesday, May 29th, 2 – 4pm, NCAC Room 2301

Contact List
The BFB Contact List has been updated. This is the first time that we started from scratch, with just a list of departments. Please take a look at it to be sure that all of your departments are listed and to help us fill in the blanks. Let us know if something is missing or incorrect on the [BFB Contact List](#).

**CONTACT US:**
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