Nursing

Compliance Checklist

Checklists

The following checklists are to be guides for documentation needed in participant files, employee files and administrative files. Please refer to the Scope of Services for how the documents are to be completed and maintained. This is just a quick reference guide and is not the policy/Scope of Services and does not include all documents required by the Scope of Services.

Please feel free to develop check lists to ensure you are adhering to all requirements.

Nursing Participant Checklist

- Individual record for each participant. Organized in chronological order.
- Authorizations
- Documentation showing Back-up plan utilization
- Advanced Directives documentation
- Right to Complain documentation
- Supervisory visits
- Plan of Care
- Initial Assessment
- Physician's Orders
- Summary of Services

Nursing Staff Checklist

- Individual staff record. Organized in chronological order.

- Resume/application

- Nurse license (proof of current license, in good standing per SCLLR website)

- Proof of experience

- In-service training (additional training if pediatric)

- PPD-per SCDHEC requirement

- SLED background check, OIG registry check

Nursing Administrative Checklist

- Administrator
- Organizational Chart
- Liability Insurance (SCDHHS should be listed as certificate holder for informational purposes only)
- Worker's Compensation (SCDHHS should be listed as certificate holder for information purposes only)
- Policy and Procedure Manual-how your agency will adhere to CLTC Scope of Services. This is your process/protocol. Back-up plan, emergency plan, infectious disease program.
- Business Hours (posted)
- Business License (if required)