





The World Health Report 2000

Health Systems: Improving Performance states that human resources is the most important contribution to the quality of health care because "the performance of health care systems depends ultimately on the knowledge, skills, and motivation of the people responsible for delivering services."

eSupport

Overview

Pre-employment

- Orientation
- Annual education/inservices
- Quarterly & annual drills
- Ongoing education & training

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Pre-Employment Documentation includes: Licensure and/or certifications Education

- Previous employment
- References



Personnel Files

Every employee that works in the surgery center must have
 a personnel file completed prior to commencing work



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lefornance Approital	Fire Safety Infection Control	nplayee annually.	Credentialing Guide	information, which is required by federal, state or local regulations or informat otherwise required by this facility to commence and retain employment.	ton
reinyee medicol soci reployee's personnel f ocuments	Nedcolor Verogement Potent Salety	d are meintained in a file separate hom the de, but not be limited to the following	Alled Health Professionals Phylioges	PROCEDURE:	-
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Evidence/Documen Information)	Stating	store, Intection Control, Immunizations for more	Personnel File Overview	section (A-E) should be placed on a separate face of the folder. If will not contain any documents.	۰ ا
Evidence/Documentation of Annual Fu Vaccine Vaccination Documentation or a Time of the following per CDC Recommendations (this has come up on a coverter of survey mercentria) Orientation				6 Section Personnel File Set Up	
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,	Annual Training/Inservices
• •	HIPAA/Compliance Patient Rights Fire Safety Disaster Preparedness OSHA
estinovati	Infection Control • Hand Hygiene

Required Drills

- Quarterly fire drills
- Annual disaster drills (biannually if AAAHC or TJC)
 One internal and one external
- Mock code

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• Malignant hyperthermia, if applicable

Ongoing Education & Training New procedures New equipment New or changing regulations

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References

- CMS ASC Conditions for Coverage
- The Joint Commission 2015 Standards for Ambulatory Care
- 2015 AAAHC Accreditation Handbook
- OSHA

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