

**Washington State
Public Health Improvement Partnership
Standards/Accreditation Coordinators meeting
2/19/15 Kent, WA
10 AM to 3 PM**

Diana Ehri's site reviewer recommendations

- * Have a system in place to verify credentials -- both educational and licensure requirements. Be able to document that the system is being used. Logs of credential verifications prior to making the hiring decision or something in the personnel file and verification that licensure credentials are current if required for the position.
- * Have a system in place to verify training attendance -- either through an LMS or sign in sheets or certificates of participation. Signing up for courses does not count -- need attendance verification.
- * Have required training programs -- for leadership and all staff. Specific training requirements would work too. For example, required emergency preparedness, discrimination, QI or public disclosure trainings. Make sure they document how many staff have completed these requirements. Logs would be nice. Bonus points, if they could be given, would be for a high percentage of staff completing these requirements. If they had that, I, as a site reviewer, would certainly note that as an area of excellence.
- * Have current policies in place addressing discrimination and violence in the work place
- * Make sure any position descriptions they submit don't fall outside the scope of PHAB. For example, no mental health or EMS providers.
- * Make sure union contracts are up to date and meet the PHAB guidelines (the site I am reviewing is not a union shop so I don't have off the top of my head what the pitfalls might be)
- * If logs are supposed to be sent to HR, make sure they are. For example, logs of signed confidentiality statements.
- * Have an internship program in place. Have contracts with local schools and documentation that interns are being used. I would give bonus points (areas of excellence) for hiring interns.
- *** Above all, make it easy for your site reviewers to find the requirements. Highlights and good read-me's, while not a must, sure do help. Plus, don't add a lot of things that don't demonstrate the measure - less is better. No bluffing, if they don't have it, be honest. They won't get fully demonstrated but they will keep the site reviewer happy which goes a long way! And, as always, sign and date the documentation.