

<b>Colorado Department of Public Health and Environment Health Facilities and Emergency Medical Services Division Policy Manual</b>		Section: Part:
Subject: Long Term Care - Employee Screening		Page:
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## SUMMARY

This Policy and Procedure shall govern the process for screening Long Term Care (LTC) surveyor applicants. All surveyor job applicants will be screened prior to surveyor positions being offered. The Human Resources department provides the long term care program manager with a referral list (Applicant Data System Vacancy Referral form). The Long Term Care Program Manager or Supervisor will screen applicants, in accordance with this policy, prior to the applicant being selected for a position. The Long Term Care Program Manager will utilize information resulting from the screening process to make the best hiring decision.

## POLICY

It shall be the policy of the Long Term Care Program within the Division:

1. To implement a standardized screening process for surveyor positions.
2. To use the information from the screening process to assist in selection of new surveyors.
3. To document the results of the screening process.
4. To maintain documentation of the screening process for employees hired.
5. To screen potential employees of the LTC program in order to protect residents in LTC facilities.

## DEFINITIONS

1. Long Term Care surveyors are currently hired into the Health Professional (HP) series within the State Personnel system. Surveyors are hired as Health Professional Threes (HP III).
2. Surveyor positions are classified as either Registered Nurse (RN) or Generalist. The following disciplines are eligible for Generalist positions: Registered Dietitians, Speech, Occupational or Physical Therapists, Social Workers, Therapeutic Recreational Specialists, Nursing Home Administrators, or other health care professional.

## PROCEDURES

1. The Human Resources department provides the Long Term Care Program Manager or Supervisor with a list of the qualified candidates for each Surveyor position via the Referral form.
2. The Long Term Care Program Manager or Supervisor checks licensure, certification, or registration for applicants based on applicable State rules and regulations. Some applicants for the Generalist position will not have licensure, certification or registration (i.e. administrators of non-LTC facilities).
  - A. Nurses' licenses are checked online through the Division of Registrations website, Automated Licensure Information System Online. Results are printed and filed in the employee's file maintained by the Long Term Care Program Manager. Nurse licenses include Registered Nurses (RNs) and Licensed Practical Nurses (LPNs).
  - B. The Department of Regulatory Agency website, Automated Licensure Information System Online, is used to check licensure of occupational, physical, and speech therapists, Nursing Home Administrators, and others. Results are printed and filed in the employee's file maintained by the Long Term Care Program Manager.
  - C. Registered Dietitians will provide a copy of their current registration card. Results are printed and filed in the employee's file maintained by the Long Term Care Program Manager.
3. If the license, registration, or certification is not clear (any potential negative information documented) or not current, the applicant is eliminated from the list of eligible surveyor candidates.
4. Results of the license, certification, or registration are documented on the Checklist Prior to Hiring form. The results will be either "pass" or "fail." The date of completion is documented. If the applicant passes or the applicant has no licensure, registration or certification, the next step in the screening process is conducted by the Long Term Care Program Manager or Supervisor.
5. The Referral form is emailed to the HFEMSD management group for review when an applicant documents working in another facility that we regulate. Managers will be given one week to review the applicants and provide feedback to the LTC Program Manager. The LTC Program Manager may eliminate candidates based on feedback from the management group. Feedback can also serve to meet the criteria for reference check (see below). The results of the managers' review are documented on the Reference Check Form, as either "pass" or "fail." The date of completion is documented.
6. If a surveyor applicant has held a position in a facility regulated by the HFEMSD Division within the previous five-year period, survey results may be reviewed. Survey results will be reviewed when the applicant held an Administrator, Director of Nursing, or department head position. The applicant's area of responsibility will be reviewed for a five year period (i.e. nursing or quality of care deficiencies for a Director of Nursing). Negative survey results may be used to eliminate a candidate from the eligible list of candidates. The results of the deficiency review will be documented as either "pass" or "fail" on the Checklist Prior to Hiring form.
7. The Long Term Care Program Manager or Supervisor will check references on the individual they intend to select for the position. The Reference Check form will be used to document reference checks. At least two reference checks from employers will be conducted and documented. More references may be checked at the discretion of the Program Manager or Supervisor. Information regarding position, term of employment, pay, eligibility for rehire, and other will be solicited. Negative information or discrepancies between the application and reference check may be cause for eliminating the candidate from the eligible pool of applicants. The results of the reference checks will be documented on the Checklist Prior to Hiring form as either "pass" or "fail." The date will be documented.

8. The LTC Program Manager will select the candidate for the surveyor position after successful completion of the criminal background check. The LTC Program Manager or Supervisor will complete the applicable section of the Criminal Background Authorization form and will give it to the applicant at the time of the interview. The applicant will complete the remainder of the form and return it to the Human Resource Department. Human Resource staff will run the background check and will report back to the LTC Program Manager or Supervisor the results as either "pass" or "fail." These results will be documented on the Checklist Prior to Hiring form. If the results indicate the applicant has passed, employment may commence.

9. The Checklist Prior to Hiring, Reference Check form, copies of license checks or registration/certification and email from Human Resources or date of phone verification are maintained in the Long Term Care Program Manager's employee files.

Approved by: Nancy McDonald Title: Nancy McDonald Date: 2/13/2013  
Division Director  
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