**Health and Wellness PCA Materials Checklist**

The following materials and documents must be **readily available** **in the Health and Wellness Center** at the beginning of the Health and Wellness Program Compliance Assessment (HWPCA) for review and assessment. **Materials not received by the conclusion of the assessment will be noted as a concern in the HWPCA report.**

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| --- | --- | --- | --- |
| Documents and Materials Checklist | Received | Not Received | Notes |
| Key information for wellness staff and subcontractors   * Certifications * License for professional practice * Certification in professional practice * Registration to prescribe (DEA, state CSR) * Liability insurance * Sub-contracts and invoices * Waivers, if applicable * Schedule on center |  |  |  |
| Health Care Guidelines (HCGs) |  |  |  |
| Treatment Guidelines (TGs) |  |  |  |
| Symptomatic Management Guidelines (SMGs) |  |  |  |
| Personal Authorizations |  |  |  |
| Bloodborne Pathogen Plan |  |  | Date approved: |
| Emergency Action Plan (PIN 22-16) |  |  | Date approved: |
| Staff roster – All center staff, positions included, and directory |  |  |  |
| Staff training records from HR Manager prior to HWPCA (completed ​[Staff Training Rec​ords](https://supportservices.jobcorps.gov/health/Documents/PCA/HWPCA_StaffTrainingRecords_Dec2022.docx)) |  |  |  |
| Nurse, pharmacy, and other state practice acts for compliance |  |  |  |
| Medication Management Standard Operating Procedures (SOPs) (3) |  |  |  |
| Regional Approval Memos for Medication Management SOPs (3) |  |  | Date approved: |
| HWC Staffing Standard Operating Procedure (SOP) (1) |  |  |  |
| Regional Approval Memo for HWC Staffing SOP (1) |  |  | Date approved: |
| Health-related Center Operating Procedures (COPs/SOPs) |  |  |  |
| Memoranda of Understandings (MOUs) and partnership information |  |  |  |
| Reports   * Health Services Utilization Reports (electronic with CN 22-02) * Quarterly Alcohol Summary (past year) * Annual Program Description (past year) * National Student Satisfaction Survey * Assessments (most recent corporate and self-review) |  |  |  |
| CLIA certificate |  |  |  |
| Controlled substances log |  |  |  |
| List of students on medications:   * Total # prescribed medications * # psychotropic * # Controlled substances |  |  |  |
| CA-1/injury log |  |  |  |
| Spore testing log |  |  |  |
| MSWR phone contact |  |  |  |
| Refrigerator temperature monitoring log |  |  |  |
| Sharps exposure log |  |  |  |
| HIPAA disclosures log |  |  |  |
| Dental appointment book |  |  |  |
| SIRs – ALL printed for 12 months including non-medical |  |  |  |
| Student handbook |  |  |  |
| Recreational schedule |  |  |  |
| Cafeteria monthly menu |  |  |  |
| HEALs assessment (Making the Grade) |  |  |  |
| TUPP tobacco cessation materials & other educational materials |  |  |  |
| TEAP center-kept statistics for the prior 12 months |  |  |  |
| BAC Breathalyzer, manufacture guide, and calibration information |  |  |  |
| Meeting minutes   * HEALs * HWC staff * Other |  |  |  |
| Health and wellness student surveys |  |  |  |
| Continuous quality improvement (CQI) studies |  |  |  |