**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.**

|  |  |  |
| --- | --- | --- |
| HWPCA Materials Ready for Assessment – Set Out for Assessors | Available | Not Available |
| Bloodborne Pathogen Plan |[ ] [ ]
| Emergency Action Plan (PIN 22-16) |[ ] [ ]
| Nurse, pharmacy, and other state practice acts for compliance |[ ] [ ]
| Medication Management Standard Operating Procedures (SOPs) (3) |[ ] [ ]
| HWC Staffing Standard Operating Procedure (SOP) (1) |[ ] [ ]
| CLIA waiver certificate |[ ] [ ]
| Controlled substances log |[ ] [ ]
| List of students on medications (Appendix 203) |[ ] [ ]
| CA-1/injury log |[ ] [ ]
| Spore testing log |[ ] [ ]
| MSWR phone contact |[ ] [ ]
| Refrigerator temperature monitoring log |[ ] [ ]
| Sharps exposure log |[ ] [ ]
| HIPAA disclosures log |[ ] [ ]
| Dental appointment book |[ ] [ ]
| Dental Unit Water Line Testing Log |[ ] [ ]
| SIRs for prior 12 months |[ ] [ ]
| Health Services Utilization Reports  |[ ] [ ]
| Quarterly Alcohol Summary (past year) |[ ] [ ]
| Annual Program Description (past year) |[ ] [ ]
| H&W Staff Licenses or Certifications for Professional Practice |[ ] [ ]
| Clinician Registration to prescribe (DEA, state CSR) |[ ] [ ]
| H&W Subcontractor Liability insurance |[ ] [ ]
| H&W Sub-contracts and invoices |[ ] [ ]
| H&W Staff Waivers, if applicable |[ ] [ ]
| 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)) |[ ] [ ]
| Health Care Guidelines (HCGs) signed & on file:* Treatment Guidelines (TGs)
* Symptomatic Management Guidelines (SMGs)
* Personal Authorizations
* RO Approval Memo
 |[ ] [ ]
| Memoranda of Understandings (MOUs) and partnership information |[ ] [ ]
| 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 |[ ] [ ]
| Health and wellness student surveys |[ ] [ ]
| Continuous quality improvement (CQI) studies |[ ] [ ]
| National Student Satisfaction Survey |[ ] [ ]