**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 |[ ] [ ]   |