

**Medi-Cal Facility Site and Medical Record Requirement  
Staff Education Checklist**

Office of \_\_\_\_\_, MD

Employee Name: \_\_\_\_\_, Title: \_\_\_\_\_

\*Required annually

ANNUAL STAFF EDUCATION IS COMPLETED FOR THE FOLLOWING TOPICS	EDUCATION FORMAT: LECTURE, SELF-LEARNING MATERIALS	STAFF SIGNATURE	EDUCATION UPON HIRE DATE	ANNUAL EDUCATION DATE(S)		
1. Infection Control/Universal Precautions*						
2. Blood Borne Pathogens Exposure Prevention*						
3. Biohazardous Waste Handling*						
STAFF EDUCATION FOR FOLLOWING TOPICS IS COMPLETED UPON HIRE AND THEN AS NEEDED	EDUCATION FORMAT: LECTURE, SELF-LEARNING MATERIALS	STAFF SIGNATURE	EDUCATION UPON HIRE DATE	RE-EDUCATION DATE(S)		
4. Fire Safety/Prevention						
5. Emergency Non-Medical Procedures						
6. Emergency Medical Procedures						
7. Child/Elder Abuse/Domestic Violence Reporting						
8. Patient Confidentially						
9. Informed Consent, including Human Sterilization						
10. Prior Authorization Requests/Referral Process						
11. Grievance/Complaint Procedure						
12. Sensitive Service/Minor Rights						
13. Cultural and Linguistics						
14. Disability Rights and Provider Responsibilities						