

CHAPTER 6

HUMAN RESOURCES

REFERENCE CODE	GUIDELINES	CRITERIA	INFORMATION SOURCES
6.1 Whistleblower Protection Program related to Federal Grants. Statute 41 U.S.C. § 4712	<p>6.1 The Agency and its subcontractors prohibit the discharging, demotion, or otherwise discriminating against an employee as a reprisal for “whistleblowing”. The protection may not be waived by agreement, policy, form or as a condition of employment. The statute defines whistleblowing as making a disclosure “that the employee reasonably believes is evidence of any of the following:</p> <ul style="list-style-type: none"> • Gross mismanagement of Federal contract or grant; • A gross waste of Federal Funds; • An abuse of authority relating to a Federal contract or grant; • A substantial and specific danger to public health or safety; or • A violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. 	6.1 (a) The Agency will inform their employees working on any federal award they are subject to the whistleblower rights and remedies of the pilot program	<ul style="list-style-type: none"> • Refer to the RWGA Policy and Procedure for Employee Records • Review of training records • Review of personnel records • Review of Standard of Care, RFP or Contract
		6.1 (b) The Agency will inform their employees in writing of the whistleblower protections under 41 U.S.C. § 4712 in the predominant native language of the workforce; and	<ul style="list-style-type: none"> • Refer to the RWGA Policy and Procedure for Employee Records • Review of training records • Review of personnel records • Review of Standard of Care, RFP or Contract
		6.1 (c) Include such requirements in any agreement made with a subcontractor or subgrantee	<ul style="list-style-type: none"> • Refer to the RWGA Policy and Procedure for Employee Records • Review of training records • Review of personnel records • Review of Standard of Care, RFP or Contract
6.2 Job Description Requirements	6.2 The Agency will ensure that all staff possess the education, credentials and work experience specified within the job description or as required by the RFP, Contract, Standard(s) of Care or Site Visit Guideline(s).	6.2 (a) The Agency will provide evidence that all positions have a current job description for a person/s current position/s that addresses required education, credentials, certification and/or licensure.	<ul style="list-style-type: none"> • Refer to the RWGA Policy and Procedure for Employee Records • Review of training records • Review of personnel records
		6.2 (b) The Agency will provide proof in staff personnel files that each employee possesses the education, credentials, certification and/or license required by the job description.	<ul style="list-style-type: none"> • Refer to the RWGA Policy and Procedure for Employee Records • Review of training records • Review of personnel records
		6.2 (c) The Agency will maintain in personnel files proof of renewals, certifications, and/or licensure.	<ul style="list-style-type: none"> • Refer to the RWGA and Procedure for Employee Records • Review of training records • Review of personnel records

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6.3 Preservice Training for All Staff	6.3 The Agency will document the provision of pre-service training and annual updates for all staff on the following: <ul style="list-style-type: none"> • Confidentiality and Client Rights • Agency Policies & Procedures 	6.3 (a) The Agency will provide evidence that all staff receive Confidentiality and Client Rights training prior to assuming work duties.	<ul style="list-style-type: none"> • Refer to the RWGA and Procedure for Employee Records • Review of training records • Review of personnel records
		6.3 (b) The Agency will provide evidence that all staff receive training on the Agency's policies and procedures prior to assuming work duties.	<ul style="list-style-type: none"> • Refer to the RWGA and Procedure for Employee Records • Review of training records • Review of personnel records
6.4 First Aid & CPR	6.4 The Agency will ensure that all staff required by RFP, Contract or Standards of Care or Site Visit Guidelines maintain certification in First Aid and CPR.	6.4 (a) The Agency will ensure that required staff maintain current certification in First Aid and CPR. (All allied health personnel and any required by the RFP, Contract, Site Visit Guidelines and/or Standards of Care).	<ul style="list-style-type: none"> • Review of training records • Review of personnel records • Review of Standard of Care, RFP or Contract
		6.4 (b) The Agency will ensure that required staff obtain certification in First Aid within 90 days of employment and must recertify as needed.	<ul style="list-style-type: none"> • Refer to RWGA Policy and Procedure for First Aid Supplies • Standard of Care, RFP or Contract
		6.4 (c) The Agency will maintain certification documentation within each personnel file.	<ul style="list-style-type: none"> • Review of training records • Review of personnel records • Standard of Care, RFP or Contract
6.5 Volunteers	6.5 In Agencies where volunteer services are used to provide direct client services, the objectives and scope of the volunteer services are clearly stated in Agency policy and procedures.	6.5 (a) When appropriate, an individual is assigned to select, train, evaluate, and coordinate volunteer activities and maintain records of all activities involved in direct client service provision.	<ul style="list-style-type: none"> • Review of personnel records • Review of training records • Review of other documentation • Interviews with staff
		6.5 (b) An orientation program is required to be conducted to familiarize volunteers with the Agency's goals and services and to provide appropriate clinical orientation regarding clients served by the Agency.	<ul style="list-style-type: none"> • Review of personnel records • Review of training records • Review of other documentation • Interviews with staff
		6.5 (c) The Agency will implement the Agency Policy and Procedures for Volunteer Services.	<ul style="list-style-type: none"> • Review of personnel records • Review of training records • Review of other documentation • Interviews with staff

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