

**Natalis Counseling & Psychology Solutions**  
**Policies & Procedures Manual**  
January 2021

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<b>Policy Name and Number:</b>	<b>1.3 Personnel Records</b>
Date last reviewed:	
Approval or last revision:	
Approved by:	

**POLICY**

Each person employed by or under contract with Natalis will have a personnel record located within the clinic.

**SCOPE**

This policy applies to all Natalis Counseling & Psychology Solutions employees, volunteers, and students.

**PROCEDURES**

It is the responsibility of the clinic's Administrator to create and maintain a personnel record on all clinic staff whether that person is under contract as a consultant or an employee. Multidisciplinary staff records shall minimally include:

- A resume/CV that is current as of date of employment or contracting.
- Copies of certification, licenses, if applicable for their degree.
- Up-to-date continuing education records.
- Peer Review Evaluation.
- Clinical determination of skills areas and competencies.
- Complaints or incidents involving staff person.
- Background check of direct care completed by Credentialing Process\*.
- A contract or working agreement stating the terms of the clinician's consultation with the clinic—signed by the consultant and the clinic's Administrator

Personnel records will remain secured with other center administrative files and information. Staff persons will have access to their records to enable them to maintain them in an accurate manner.

\*The Credentialing Process begins when a direct care staff obtains licensure. The staff member will work with our Credentialing Specialist to begin the credentialing process by completing necessary forms for payers. It is the responsibility of the staff member to turn in updated licensures/certificates to administration. An audit will be performed quarterly from administration to ensure all items are needed for a staff members' personnel records file.