



Monterey County Behavioral Health Policy and Procedure

Policy Number	601
Policy Title	Termination and Procedure for outgoing Staff
References	County of Monterey HR Policies and Guidelines
Form	Transfer and Separation checklist
Effective	September 8, 1986 Revised: November 2011

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Policy

It is the policy of the Division to ensure that employee terminations/transfers/out processing are handled in a professional manner with minimal disruption to ongoing work functions. Therefore, when termination of an employee is necessary, then the procedures set forth in this policy must be adhered to and followed.

The maintenance of accurate staff records, access to Division network and systems, the protection and security of confidential patient information remains our primary concerns during the changeover of staff members.

It is the responsibility of the immediate Supervisors to ensure prompt notification of the QI section, to ensure the proper procedures are followed.

This policy applies to all employees, whether full-time, part-time or per diem.

Procedure

- Supervisors will notify the Quality Improvement depart of the staff involved by completing and faxing a **signed** Transfer and Separation checklist. Supervisors will fax the checklist to; fax number 831-796-2841 immediately after staff is notified of the transaction. The **date on the checklist** will be the effective date of actions.
- QI team will deactivate My Avatar profile, deactivate InfoScriber account, archive clinician’s credentials and ensure accountability of all IT equipments and accounts.
- The immediate supervisor will follow up with QI team to determine all actions have been completed.