



Program Maintenance Checklist

YEAR: 2012

	Yes	No	If No, person responsible	Due date:	Date Completed:
Job Analyses Current for All Positions (have positions been added/deleted?)	✓				
Modified job descriptions available?		✓	Sam Safety	11/15/11	11/18/11
Modified duty tasks are available?	✓				
Pertinent forms are available?	✓				
Personnel files are up to date?	✓				
Successes and failures are tracked?	✓				
Physician Panel is current (if applicable)?	✓				
Panel Acknowledgement Forms signed and on file?		✓	Rita Resources	01/01/2012	



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