Laboratory name

CLIA number

Address

Document

IR-03 Personnel File Checklist

Personnel File Checklist

Document no.	Version	Effective date	Supersedes	Approved by (laboratory director)
IR-03	1.2			

Name	
CLIA role(s)	
Tests or specialties	
Start date	

Document	On file (Y / N)	Date	Notes
Diploma, transcript or primary source verification of the degree that qualifies the person for the role			
Foreign credential equivalency evaluation, if applicable			
State license or certification, if the state requires one			
Documentation of laboratory training or experience required for the role			
Job description listing duties and tests authorized			
Written delegation of duties from the laboratory director, if any			
Orientation and initial training records for each test system			
Competency assessments: first semiannual, second semiannual, annual			
Continuing education, where the role requires it			
Listed correctly on the current Form CMS-209			

Signatures

Role	Printed name	Signature	Date
Reviewed by			

Regulatory basis: 42 CFR Part 493, Subpart M.

Template notice. Checked against 42 CFR Part 493: 12 November 2026. This template is a starting point, not regulatory or legal advice. State, local and accreditation requirements may be stricter than CLIA.