



Policy and Procedure Staff Review Log

Instructions

Use this log to document staff review of organizational policies and procedures. Enter each policy or procedure title, the date the staff member reviewed the content, and the staff member's initials to acknowledge completion.

This tool may be used to support compliance with Minnesota assisted living requirements under [Minnesota Statute 144G.61](#) and [144G.63](#) and home care requirements under [Minnesota Statute 144A.4796](#), which require staff training on applicable policies, procedures, and job responsibilities.

Organizations may tailor this template to include policies relevant to staff roles and responsibilities. Reviews should occur at orientation and periodically thereafter (e.g., annually or when policies are updated).

Staff Name:	
Title:	

Policy/Procedure Title	Date Reviewed	Staff Initials

POLICY AND PROCEDURE STAFF REVIEW LOG

Policy/Procedure Title	Date Reviewed	Staff Initials

Supervisor Review		Date	
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