304 STAFF DEVELOPMENT

304.1 Job orientation shall be provided for all personnel to acquaint them with the needs of the residents, the physical facility, disaster plan, and the employee’s specific duties and responsibilities. There should be written documentation maintained to verify that orientation and in-service training are planned and conducted. A continuing in-service training program is planned and conducted. Attendance at such training shall be verified by each employee by signing their names on the attendance record. Records of orientation shall include the signature of the employee as well as topic of instruction and date of successful completion.

304.3 At least ninety percent (90%) of personnel on each shift shall be trained at least on a quarterly basis in the proper use of all fire-fighting equipment, in the procedures for evacuation of patients, and in the procedures to follow in case of fire or explosion. Disaster drills, including tornado drills, should be conducted semi-annually for each shift. A record of the drills held shall be maintained, and this record shall include the time and date the drill was held, along with the signature of all staff participating.

305 EMERGENCY CALL DATA

The administrator shall be responsible for ensuring that emergency call information is posted in a conspicuous place so as to be immediately available to all personnel of the nursing home. Emergency call data shall include at least the following:

- Telephone number of fire and police departments.
- Names, addresses, and telephone numbers for emergency supplies, ambulance, minister, advisory dentist, Red Cross, and poison control center.
- Name, address, and telephone number of all personnel to be called in case of fire or emergency (to include the administrator and the director of nursing services).
- Name, address, and telephone number of an available physician to furnish necessary medical care in case of emergency.
520.4 EXCEPTIONS TO MINIMUM STAFFING RATIOS

520.4.2 When residents are relocated or transferred from facilities due to natural disaster, emergency or as a result of state or federal action, the Department of Human Services may waive, for a period of no more than three (3) months from the date of transfer, some or all of any required increase in direct-care staff for the facility or facilities to whom the residents are relocated or transferred. Waivers will only be granted for good cause shown, and upon telephone, facsimile or written request. A grant of a waiver is within the sole discretion of the Office of Long Term Care. Facilities may apply for a waiver by writing the Director of the Office of Long Term Care. The written request should state, at a minimum:

805 STAFF TRAINING

a. In addition to any state or federal training requirements pertaining to long term care facilities, each CNA working in a HomeStyle home shall complete the following eighty (80) hours of training to include but not limited to:

TRAINING: Emergency Situations and Evacuation

HOURS: 8.0

Fire Drills
Tornado Drills
Disaster Drills
Evacuation
Emergency Equipment (fire extinguishers, generators, water and gas shut-offs, etc.)
Behavioral Issues
Choking
Emergency calls
Environmental policy

RULES AND REGULATIONS FOR THE ARKANSAS LONG TERM CARE FACILITY NURSING ASSISTANT TRAINING PROGRAM

SECTION IV NURSING ASSISTANT TRAINING

...E. Orientation Program
1. All nursing assistants must receive an orientation program that includes, but is not limited to, an explanation of:

... Policies and procedures (including fire/disaster plans, etc.)...