...\(15\) Regular in-service education. The facility must complete a performance review of every nurse aide at least once every 12 months, and must provide regular in-service education based on the outcome of these reviews. The in-service training must:

(a) Be sufficient to ensure that continuing competence of nurse aides, but must be no less than 12 hours per year;

(b) Address areas of weakness as determined in nurse aides’ performance reviews and may address the special needs of residents as determined by the facility staff; and

(c) For nurse aides providing services to individuals with cognitive impairments, also address the care of the cognitively impaired.

\(420-5-10-.04\) PERSONNEL.

...(2) Personnel Records. Each nursing facility shall maintain a personnel record for each employee. As a minimum, the record shall include:

...(c) General administrative and job related orientation.

...(4) Personnel Qualifications, Requirements and Training.

...(b) Staff Development. Each employee shall receive appropriate orientation to the facility and its policies and to his/her position and job duties, to ensure competency in the job placement. All employees shall participate in in-service educational programs planned and conducted for the development and improvement of their skills.