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.

304.2 A reasonable supply of textbooks of basic practices shall be available in the nursing home for the specific job needs of all employees.

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. Facility policies and procedures regarding reporting, as addressed in these regulations, must be included in orientation training for all new employees, and must be addressed at least annually during in-service training for all facility staff.

300 REPORTING SUSPECTED ABUSE, NEGLECT, EXPLOITATION, INCIDENTS, ACCIDENTS, DEATHS FROM VIOLENCE AND MISAPPROPRIATION OF RESIDENT PROPERTY

Pursuant to federal regulation 42 CFR 483.13 (Resident Behavior and Facility Practices) and state law Ark. Code Ann. § 5-28-101 et seq. (Abuse of Adults) and 12-12-501 et seq. (Child Maltreatment Act), the facility must develop and implement written policies and procedures to ensure incidents, including:

- alleged or suspected abuse or neglect of residents;
- accidents, including accidents resulting in death;
- unusual deaths or deaths from violence;
- unusual occurrences; and,
- exploitation of residents or any misappropriation of resident property, are prohibited, reported, investigated and documented as required by these regulations. A facility is not required under this regulation to report death by natural causes. However, nothing in this regulation negates, waives or alters the reporting requirements of a facility under other regulations or statutes.
Facility policies and procedures regarding reporting, as addressed in these regulations, must be included in orientation training for all new employees, and must be addressed at least annually during in-service training for all facility staff.

306 REPORTING SUSPECTED ABUSE OR NEGLECT.

306.5 The requirement that all facility personnel receive annual, in-service training in identifying, reporting and preventing suspected abuse/neglect, and that the facility develops and maintains policies and procedures for the prevention of abuse and neglect, and accidents. The policy shall also require that documentation of training must be maintained by the facility.

518 REHABILITATIVE NURSING

518.1 Nursing personnel shall be trained in rehabilitative nursing measures. This shall be documented in the orientation program, and in-service on this subject shall be conducted at least annually.

561 STAFFING

Certified Dietary Managers and food service supervisors shall complete fifteen (15) hours per year of continuing education courses approved by the Office of Long Term Care. For purposes of these regulations, the term continuing education courses approved by the Office of Long Term Care means continuing education courses offered by the Dietary Managers Association or comparable body, and approved by the Office of Long Term Care.

905 STAFFING

Alzheimer's Special Care Units shall staff according to the Rules and Regulations for Nursing Facilities. Furthermore, the following staffing requirements are established for Alzheimer's Special Care Units.

b. Staff and Training

In addition to any training requirements for any certification or licensure of the employee, training shall consist of, at a minimum:

B. On-going, in-service training consisting of at least two (2) hours every quarter. The topics to be addressed in the in-service training shall include the following, and each topic shall be addressed at least once per year:

i. The nature of Alzheimer's disease and other dementia, including:

a. The definition of dementia;

b. The harm to individuals without a correct diagnosis; and,
c. The stages of Alzheimer’s disease.
ii. Common behavior problems resulting from Alzheimer’s or related dementia, and recommended behavior management for the problems;
iii. Communication skills to facilitate improved staff relations with residents;
iv. Positive therapeutic interventions and activities, such as:
   a. Exercise;
   b. Sensory stimulation; and,
   c. Activities of daily living.
v. The benefits of family interaction with the resident, and the need for family interaction;
vi. Developments and new trends in the fields of Alzheimer’s or related dementia, and treatments for same;
vii. Environmental modifications to minimize the effects and problems associated with Alzheimer's or related dementia; and,
viii. Development of ISPs, including but not limited to instruction on the method of updating and implementing ISPs across shifts.

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:
   − The organizational structure of the facility;
   − Policies and procedures (including fire/disaster plans, etc.)
   − The philosophy of care of the facility;
   − The description of the resident population; and
   − Employee rules.
2. This facility orientation training program is not included in the required 90 hours of nursing assistant training.

F. Ongoing InService Training
1. All facilities will continue to provide ongoing inservice training on a routine basis both in groups and as necessary in specific situations on a one-to-one basis. Each nursing assistant must receive one (1) hour of inservice training per month.

2. The facility must complete a performance review of each nursing assistant at least once per year and provide regular inservice training based on the outcome of these reviews. The inservice training should address areas of weakness and be sufficient to ensure the continuing competence of the nursing assistants.

3. In addition to training needs identified by performance reviews, inservice training should also address the special needs of residents as determined by each facility. Training can be received on the unit as long as it is directed toward skills improvement, provided by appropriately trained staff and documented (for example, skills demonstration with return demonstration recorded on a check list).

4. Effective July 1, 2006, facilities are strongly encouraged to offer inservice training for nursing home employed CNAs who were certified in Arkansas prior to July 1, 2006 that covers the Barbara Broyles Alzheimer and Dementia Training that is included in Arkansas LTCF Nursing Assistant Training Curriculum. Facilities should maintain records that verify each employed CNA, who was certified in Arkansas prior to July 1, 2006, has received this training. After July 1, 2006 and ongoing, the new Alzheimer’s training is strongly encouraged for CNAs registered in Arkansas through reciprocity from other states and test candidates that are allowed to challenge the State competency test based on exemptions found in Section VII (D) (3 through 6).