R9-10-904. ADMINISTRATION
E. An administrator shall ensure that:

1. Nursing care institution policies and procedures are established, documented, and implemented that cover:
   
   ...c. Job descriptions, qualifications, duties, orientation, and in-service education for each staff member;
   
   d. Orientation and duties of volunteers.

R9-10-905. STAFF AND VOLUNTEERS
A. An administrator shall ensure that:

   ...4. A staff member who provides direct care attends at least 12 hours of in-service education every 12 months from the starting date of employment.

   5. A nursing care institution policy and procedure is established to provide criteria for in-service education;

   6. Documentation of in-service education required in subsection (A)(4) includes:
      
      a. The date of the in-service education,
      
      b. The subject matter of the in-service education,
      
      c. The number of clock hours of the in-service education,
      
      d. The instructor's name, and
      
      e. The signature of the staff member participating in the in-service education.

   7. Orientation for a staff member or a volunteer begins in the first week of employment or volunteer service and covers:
      
      a. Nursing care institution policies and procedures;
      
      b. Resident rights;
      
      c. Infection control including:
         
         i. Hand washing,
ii. Linen handling, and

iii. Prevention of communicable diseases, and

d. Disaster plans;

...11. A staff member or volunteer record required under subsection (A)(10) and in-service education documentation required under subsection (A)(6) are provided to the Department for review:

a. For a current staff member or volunteer, as soon as possible but not more than two hours from the time of the Department’s request; and

b. For a staff member or volunteer who is not currently working or providing volunteer services in the nursing care institution, within two hours from the Department’s request; and

12. A staff member or volunteer record and in-service education documentation are maintained by the nursing care institution for at least two years after the last date of volunteer service or work.