5.0 PERSONNEL/ADMINISTRATIVE

5.5 The facility shall have written personnel policies and procedures. Personnel records shall be kept current and available for each employee, and include the following:

5.5.6 Titles and hours of in-service training

6.3 NURSING ADMINISTRATION

6.3.1 The facility's director of nursing shall:

...6.3.1.4 Coordinate orientation programs for new nursing services direct caregivers (including temporary staff) and in-service education, as appropriate, for such staff. Written records of the content of each in-service program and the attendance records shall be maintained for two years...

6.9 COMMUNICABLE DISEASES

6.9.4 Employee Health

6.9.4.1 All employees shall receive education and training on standard precautions, use of personal protective equipment, the importance of hand hygiene, the facility’s infection control policies and reporting of exposures to blood or other potentially infectious materials.

3220 TRAINING AND QUALIFICATIONS FOR NURSING ASSISTANTS AND CERTIFIED NURSING ASSISTANTS

4.0 Mandatory Orientation Period

4.1 Skilled And Intermediate Care Facilities

4.1.1 General Requirements

4.1.1.1 All Nursing Assistants hired to work in a skilled or intermediate care facility, after completing 150 hours of training, shall undergo a minimum of 80 hours of orientation at least 40 of which shall be clinical. An exception to this requirement is that any Nursing Assistant who has undergone 150 hours of training, sponsored by the facility where the Nursing Assistant will be employed immediately thereafter, shall only be required to complete additional facility specific orientation of 40 hours in the same facility.

4.1.1.2 All Certified Nursing Assistants hired to work in a skilled or intermediate care facility shall undergo a minimum of 80 hours of orientation; at least 40 of which shall be clinical.
4.1.1.3 While undergoing orientation, Nursing Assistants shall have direct physical contact with residents only while under the visual observation of a Certified Nursing Assistant or licensed nurse employed by the facility.

4.1.1.4 Any Certified Nursing Assistant or Nursing Assistant undergoing orientation may be considered a facility employee for purposes of satisfying the minimum facility staffing requirements.

4.1.2 Orientation Program Requirements

4.1.2.1 The mandatory orientation program shall include but is not limited to a review and written instruction on the following material by a licensed nurse:

4.1.2.1.1 Tour of the facility and assigned residents’ rooms

4.1.2.1.2 Fire and disaster plans

4.1.2.1.3 Emergency equipment and supplies

4.1.2.1.4 Communication (including the facility chain of command) and documentation requirements

4.1.2.1.5 Process for reporting emergencies, change of condition and shift report

4.1.2.1.6 Operation of facility equipment and supplies, including scales, lifts, special beds and tubs.

4.1.2.1.7 Review of the plan of care for each assigned resident including:

4.1.2.1.7.1 ADL/personal care needs

4.1.2.1.7.2 Nutrition, hydration and feeding techniques and time schedules

4.1.2.1.7.3 Bowel and bladder training programs

4.1.2.1.7.4 Infection control procedures

4.1.2.1.7.5 Safety needs

4.1.2.1.7.5.1 Role and function of the CNA/NA

4.1.2.1.7.5.2 Resident rights/abuse reporting

4.1.2.1.7.5.3 Safety and body mechanics: transfer techniques

4.1.2.1.7.5.4 Vital signs

4.1.2.1.7.5.5 Psychosocial needs

4.1.2.1.7.5.6 Facility policies and procedures

4.1.1.2 Nursing Assistants shall satisfactorily demonstrate competency in clinical skills including:

4.1.1.2.1 Taking and recording vital signs
4.1.1.2.2 Measuring and recording height and weight
4.1.1.2.3 Handwashing and infection control techniques
4.1.1.2.4 Caring for the resident’s environment
4.1.1.2.5 Bathing and skin care, including foot and nail care
4.1.1.2.6 Grooming and mouth care, including denture care
4.1.1.2.7 Dressing
4.1.1.2.8 Toileting, perineal and catheter care
4.1.1.2.9 Assisting with eating and hydration
4.1.1.2.10 Proper feeding techniques
4.1.1.2.11 Positioning, turning and transfers
4.1.1.2.12 Range of motion
4.1.1.2.13 Bowel and bladder training
4.1.1.2.14 Care and use of prosthetic and orthotic devices
4.1.1.2.15 Assisting with ambulation
4.1.1.2.16 Measuring intake and output
4.1.1.2.17 Use of elastic stockings, heel and ankle protectors
4.1.1.2.18 Bedmaking skills