105. PERSONNEL.

01. Personnel Policies. Personnel policies shall be developed and implemented and shall include:

...(1-1-88) b. Orientation of all new employees; and

(1-1-88) c. Continuing in-service training for all employees which is consistent with patients'/residents' needs and services offered. A minimum of twenty-four (24) hours of training per year shall be provided to nursing staff...

10. Personnel Files. Personnel files shall be kept for each employee and each shall contain

...(1-1-88) i. Orientation and training documentation reflecting what the employee received when, and the amount of time for each program.

11. Orientation and Continuing Education. The facility shall provide a formalized, ongoing educational program for all personnel which shall commence upon employment and shall include: (1-1-88)

a. A structured orientation program written and designed to meet the training needs of new employees in relation to an employee's responsibilities in the facility. The program shall include, but is not limited to: (1-1-88)

i. All facility policies and procedures relevant to an employee's responsibilities; (1-1-88)

ii. Basic procedures relative to patient/resident care; (1-1-88)

iii. Patient's/resident's rights and responsibilities; (1-1-88)

iv. Confidentiality; (1-1-88)

v. Ethics; (1-1-88)

vi. Use of mechanical/electrical equipment utilized by the employee; (1-1-88)

vii. Fire safety and emergency evacuation; (1-1-88)

viii. Emergency procedures; (1-1-88)

ix. Organizational structure; (1-1-88)

x. Measures to prevent cross infection, including aseptic and isolation techniques; (1-1-88)
xi. Special needs of the population served; and (1-1-88)

xii. Restorative care. (1-1-88)

b. An ongoing, planned continuing educational program which maintains and upgrades the knowledge, skills and abilities of the staff in relation to services provided and employee responsibilities. (1-1-88)

c. Opportunity to attend outside educational programs. (1-1-88)

d. At least twenty-four (24) hours of continuing education annually for all nursing personnel. (1-1-88)

106. FIRE AND LIFE SAFETY.

05. Orientation, Training and Drills. All employees shall be instructed in basic fire and life safety procedures. (1-1-88)

a. All new employees shall be instructed in basic facility fire and life safety procedures during their orientation period. Documentation that such orientation has been completed shall be maintained on file in the facility. (1-1-88)

b. Fire and/or safety classes shall be made available on a quarterly basis. The facility shall make an effort to encourage all staff to attend the classes. Classes shall not be conducted in lieu of drills. (1-1-88)

107. DIETARY SERVICE.

01. Dietary Supervision. A qualified food service supervisor shall be designated by the administrator to be in charge of the dietary department. This person shall: (1-1-88)

...e. Consult on a regularly scheduled basis with a registered dietitian (or a person with at least a bachelor’s degree in foods and nutrition if no dietitian is available). The dietitian shall: (1-1-88) ...(1-1-88) iii. Provide in-service training for all food service employees...

200. NURSING SERVICES.

01. Director of Nursing Services. A registered nurse currently licensed by the state of Idaho and qualified by training and experience shall be designated Director of Nursing Services in each SNF and ICF and shall be responsible and accountable for:

...(1-1-88) g. Planning and coordinating orientation programs for new nursing and auxiliary personnel, as well as a formal, coordinated in-service education program for all
nursing