SECTION 300.510 ADMINISTRATOR

...c. The administrator shall arrange for facility supervisory personnel to annually attend appropriate educational programs on supervision, nutrition, and other pertinent subjects.

SECTION 300.650 PERSONNEL POLICIES

...f) Orientation and In-Service Training

1) All new employees, including student interns, shall complete an orientation program covering, at a minimum, the following: general facility and resident orientation; job orientation, emphasizing allowable duties of the new employee; resident safety, including fire and disaster, emergency care and basic resident safety; and understanding and communicating with the type of residents being cared for in the facility. In addition, all new direct care staff, including student interns, shall complete an orientation program covering the facility's policies and procedures for resident care services before being assigned to provide direct care to residents. This orientation program shall include information on the prevention and treatment of decubitus ulcers and the importance of nutrition in general health care.

2) All employees, except student interns shall attend in-service training programs pertaining to their assigned duties at least annually. These in-service training programs shall include the facility's policies, skill training and ongoing education to enable all personnel to perform their duties effectively. The in-service training sessions regarding personal care, nursing and restorative services shall include information on the prevention and treatment of decubitus ulcers. In-service training concerning dietary services shall include information on the effects of diet in treatment of various diseases or medical conditions and the importance of laboratory test results in determining therapeutic diets. Written records of program content for each session and of personnel attending each session shall be kept.

SECTION 300.660 NURSING ASSISTANTS

...e) During inspections of the facility, the Department may require nursing assistants to demonstrate competency in the principles, techniques, and procedures covered by the basic nursing assistant training program curriculum described in 77 Ill. Adm. Code 395, when possible problems in the care provided by aides or other evidences of inadequate training are observed. The State approved manual skills evaluation testing format and forms will be used to determine competency of a nursing assistant when appropriate. Failure to demonstrate competency of the principles, techniques and procedures shall result in the provision of in-service training to the individual by the facility. The in-service training shall address the basic nursing assistant training
principles and techniques relative to the procedures in which the nursing assistants are found to be deficient during inspection (see 77 Ill. Adm. Code 395).

SECTION 300.1050 DENTAL STANDARDS

a) Each long-term care facility shall have a dental program which will provide for in-service education to residents and staff under direction of dental personnel including at a minimum the following:

1) Information regarding nutrition and diet control measures which are dental health oriented.

2) Instruction in proper oral hygiene methods.

3) Instruction concerning the importance of maintenance of proper oral hygiene and where appropriate including family members (as in the case of residents leaving the long-term care facility).

b) The direct care staff shall receive in-service education annually. This will be provided by a dentist or a dental hygienist.

1) Direct care staff shall be educated in ultrasonic or manual denture and partial denture cleaning techniques.

2) Direct care staff shall be educated in proper brushing and oral health care for residents who are unable to care for their own health.

3) Direct care staff shall be educated in examining the mouth in order to recognize abnormal conditions for necessary referral.

4) Direct care staff shall be educated regarding nutrition and diet control measures and the effect on dental health.

5) Supplemental dental training films shall be included with any other health training films seen on a rotating basis.

SECTION 300.1220 SUPERVISION OF NURSING SERVICES

...b) The DON shall supervise and oversee the nursing services of the facility, including:

...8) Supervising and overseeing in-service education, embracing orientation, skill training, and on-going education for all personnel and covering all aspects of resident care and programming. The educational program shall include training and practice in activities and restorative/rehabilitative nursing techniques through out-of-facility or in-facility training programs. This person may conduct these programs personally or see that they are carried out.

SECTION 300.1410 ACTIVITY PROGRAM
...2) Activity personnel working under the direction of the activity director shall have a minimum of 10 hours of in-service training per calendar or employment year, directly related to recreation/activities. In-service training may be provided by qualified facility staff and/or consultants, or may be obtained from college or university courses, seminars and/or workshops, educational offerings through professional organizations, similar educational offerings or any combination thereof.

...5) The activity director shall have a minimum of ten hours of continuing education per year pertaining to activities programming.

**SECTION 300.1440 VOLUNTEER PROGRAM**

...b) Volunteers shall complete a standard orientation program, in accordance with their facility responsibilities and with the facility's policies and procedures governing the volunteer program. The orientation shall include, but not be limited to:

1) Residents' rights;
2) Confidentiality;
3) Disaster preparedness (i.e., fire, tornado);
4) Emergency response procedures;
5) Safety procedures/precautions;
6) Infection control; and
7) Body mechanics.

**SECTION 300.1610 MEDICATION POLICIES AND PROCEDURES**

...e) The staff pharmacist or consultant pharmacist shall participate in the planned in-service education program of the facility on topics related to pharmaceutical service.

**SECTION 300.7050 STAFFING [ALZHEIMER'S SPECIAL CARE]**

...c) All staff who ever work on the unit (e.g., nurses, CNAs, housekeepers, social services and activities staff, and food service staff) shall receive at least four hours of dementia-specific orientation within the first 7 days of working on the unit. This orientation shall include:

1) Basic information about the nature, progression, and management of Alzheimer's disease and other dementia;
2) Techniques for creating an environment that minimizes challenging behavior from residents with Alzheimer's disease and other dementia;
3) Methods of identifying and minimizing safety risks to residents with Alzheimer’s disease and other dementia; and

4) Techniques for successful communication with individuals with Alzheimer’s disease and other dementia.

d) Nurses, CNAs, and social service and activities staff who work on the unit at least 50 percent of the time that they work at the facility shall participate in a minimum of 12 additional hours of orientation within the first 45 days after employment, specifically related to the care of persons with Alzheimer’s disease and other dementia. This orientation shall be defined in facility policies and procedures; shall be in a form of classroom, return demonstration, and mentoring; and shall define to new staff the elements contained in Section 300.7050(e)(1)-(10).

e) Nurses, CNAs, and social services and activities staff who work on the unit at least 50 percent of the time that they work at the facility shall attend at least 12 hours of continuing education every year, specifically related to serving residents with Alzheimer’s disease and other dementia. (Completion of the 12 hours of orientation in accordance with subsection (d) of this Section may be counted as continuing education for the year in which this orientation is completed.) Topics shall include, but not be limited to:

1) Promoting the philosophy of an ability-centered care framework;

2) Promoting resident dignity, independence, individuality, privacy and choice;

3) Resident rights and principles of self-determination;

4) Medical and social needs of residents with Alzheimer’s disease and other dementia;

5) Assessing resident capabilities and developing and implementing services plans;

6) Planning and facilitating activities appropriate for a resident with Alzheimer’s disease and other dementia;

7) Communicating with families and others interested in the resident;

8) Care of elderly persons with physical, cognitive, behavioral, and social disabilities;

9) Common psychotropics and their side effects; and

10) Local community resources.

f) Within 6 months after January 1, 2005, or within 6 months after hire, the facility administrator and director of nursing shall attend the orientation for staff who work on the unit at least 50 percent of the time in accordance with subsection (d).

g) For each training requirement in this Section, staff shall be evaluated to determine if they have met or exceeded stated learning objectives. Results shall be documented.

h) Training requirements of this Section are in addition to requirements for nurse aide training. Orientation requirements of this Section are in addition to regular staff orientation.