411-085-0210 FACILITY POLICIES

1) POLICIES REQUIRED...Policies must be adopted regarding:

...(q) Employee orientation and inservice....

411-086-0020 DIRECTOR OF NURSING SERVICES (DNS)

2) Qualifications:

...(c) The DNS shall successfully complete every two years at least 30 continuing education hours pertinent to nursing administration in a nursing facility.

3) Responsibility:

(a) ...The DNS shall organize and direct the nursing service department to include as a minimum:

...(B) Develop and maintain personnel policies of recruitment, orientation, in-service education, supervision, evaluation and termination of nursing service staff...

411-086-0140 NURSING SERVICES: PROBLEM RESOLUTION AND PREVENTIVE CARE

...(2) Safe Environment.

...(c) Reasonable Precautions. Reasonable precautions include, but are not limited to, provision and documentation of an assessment and evaluation of resident’s condition, medications, and treatments, and completion of a care plan, consistent with OAR 411-086-0060; and, when appropriate:

...(B) Provision of additional inservice training...

411-086-0210 DENTAL SERVICES

1) Consulting Dentist. The facility shall have an consulting dentist who shall:

...(c) Recommend procedures for oral health inservice training. This training shall be provided to appropriate staff at least annually...

411-086-0230 ACTIVITY SERVICES

(b) Responsibilities. The Director shall:
...(B) Plan and participate in activities inservice required by OAR 411-086-0310....

411-086-0240 SOCIAL SERVICES
(2) Social Services Director.

(b) Responsibilities. The Social Services Director shall:

...(C) Participate in resident care planning conferences and social service inservices for facility staff;

...(H) Plan and participate in facility inservice required by OAR 411-086-0310...

411-086-0250 DIETARY SERVICES
(2) DIETARY SERVICES DIRECTOR.

(a) Qualifications. Overall supervision of the dietary service shall be assigned to a full-time dietary service director who is a registered dietician, or:

...(B) Has on-site consultation provided at least monthly.

... (ii) The consultant shall have at least one year of supervisory experience in an institutional dietary service and shall participate in continuing education annually.

411-086-0310 EMPLOYEE ORIENTATION AND IN-SERVICE TRAINING
(1) Orientation. The nursing facility shall ensure that each employee, temporary employee, and volunteer completes an orientation program sufficient to ensure that the safety and comfort of all residents is assured in accordance with facility policies (OAR 411-085-0210). Orientation to each task must be completed prior to the employee or volunteer performing such task independently. Orientation for nursing staff and nursing assistants in training shall be supervised by a registered nurse. The orientation shall include:

(a) Explanation of facility organizational structure;

(b) Philosophy of care of the facility, including purpose of nursing facility requirements as defined in these administrative rules;

(c) Description of resident population;

(d) Employee rules; and

(e) Facility policy and procedures.

(2) Inservice. The Administrator or his/her designee shall coordinate all inservice training. Inservice training shall be designed to meet the needs of all facility staff in accordance with facility policy (OAR 411-085-0210). Each certified nursing assistant shall receive a minimum of three
hours of inservice training each calendar quarter. Each calendar year the inservice training agenda shall include at least the following:

(a) Resident rights, including, but not limited to, those rights included in ORS 441.600-441.625;

(b) Rules and statutes pertaining to abuse, including, but not limited to, ORS 441.630-441.675;

(c) The transfer/discharge rules, including, but not limited to, the obligations of facility personnel to forward requests for conferences and hearings to the appropriate authorities;

(d) Measures to prevent cross-contamination, including universal precautions;

(e) Oral care, including oral screenings (required for nursing staff only);

(f) Emergency procedures, including, but not limited to, the disaster plan;

(g) Procedures for life-threatening situations, including, but not limited to, cardiopulmonary resuscitation and the life-saving techniques for choking victims (including abdominal thrust and chest thrust);

(h) Application and use of physical restraints (required for nursing staff only);

(i) Procedures to prevent residents from wandering away from the facility and how to deal with the wandering resident;

(j) Restorative services, including benefits thereof (required for nursing staff only);

(k) Activity program, including benefits thereof;

(l) The social services program, including benefits thereof;

(m) Accident prevention;

(n) Alzheimer's disease and other dementias, including recognition of symptoms, treatments, and behavioral management; and

(o) Other special needs of the facility population.

(3) Documentation. Inservice training and orientation shall be documented and shall include the date, content, and names of attendees.