HFS 132.44 EMPLOYEE DEVELOPMENT.

(1) NEW EMPLOYEES.

(a) Orientation for all employees. Except in an emergency, before performing any duties, each new employee, including temporary help, shall receive appropriate orientation to the facility and its policies, including, but not limited to, policies relating to fire prevention, accident prevention, and emergency procedures. All employees shall be oriented to residents’ rights under s. HFS 132.31 and to their position and duties by the time they have worked 30 days.

(2) CONTINUING EDUCATION. (a) Nursing inservice. The facility shall require employees who provide direct care to residents to attend educational programs designed to develop and improve the skill and knowledge of the employees with respect to the needs of the facility's residents, including rehabilitative therapy, oral health care, and special programming for developmentally disabled residents if the facility admits developmentally disabled persons. These programs shall be conducted as often as is necessary to enable staff to acquire the skills and techniques necessary to implement the individual program plans for each resident under their care.

(b) Dietary inservice. Educational programs shall be held periodically for dietary staff, and shall include instruction in the proper handling of food, personal hygiene and grooming, and nutrition and modified diet patterns served by the facility.

(3) MEDICATION ADMINISTRATION. Before persons, other than nurses and practitioners, are authorized under s. HFS 132.60 (5) (d) 1. to administer medications, they shall be trained in a course approved by the department.

HFS 132.45 RECORDS.

...(6) OTHER RECORDS. The facility shall retain:

...(f) Inservice and orientation programs. Subject matter, instructors and attendance records of all inservice and orientation programs;

HFS 132.68 SOCIAL SERVICES.

...(5) SERVICES. Social services staff shall provide the following:

...(d) Training. Participation in inservice training for direct care staff on the emotional and social problems and needs of the aged and ill and on methods for fulfilling these needs.