410 IAC 16.2-3.1-4 NOTICE OF RIGHTS AND SERVICES.
Sec. 4
...(f) The facility must do the following:

...(8) Provide for education for staff on issues concerning advance directives.

(9) Provide for community education regarding advance directives either directly or in concert with other facilities or health care providers or other organizations.

410 IAC 16.2-3.1-13 ADMINISTRATION AND MANAGEMENT
Sec. 13.
...(b) The licensee shall provide the number of staff as required to carry out all the functions of the facility, including:
(1) initial orientation of all employees; and

(2) a continuing in-service education and training program for all employees.

...(x) The director of the Alzheimer's and dementia special care unit shall do the following:

...(2) Ensure that personnel assigned to the unit receive required in-service training.

(3) Ensure that care provided to Alzheimer's and dementia care unit residents is consistent with in-service training, current Alzheimer's and dementia care practices, and regulatory standards.

410 IAC 16.2-3.1-14 PERSONNEL AUTHORITY
Sec. 14.
...(h) The facility must complete a performance review of every nurse aide at least once every twelve (12) months and must provide regular in-service education based on the outcome of these reviews. The in-service training must be as follows:

(1) Sufficient to ensure the continuing competence of nurse aides but must be no less than twelve (12) hours per year.

(2) Address areas of weakness as determined in nurse aides’ performance reviews and may address the special needs of residents as determined by the facility staff.
(3) For nurse aides providing services to individuals with cognitive impairments, also address the care of the cognitively impaired.

...(k) There shall be an organized ongoing in-service education and training program planned in advance for all personnel. This training shall include, but not be limited to, the following:

(1) Residents' rights.
(2) Prevention and control of infection.
(3) Fire prevention.
(4) Safety and accident prevention.
(5) Needs of specialized populations served.
(6) Care of cognitively impaired residents.

(l) The frequency and content of in-service education and training programs shall be in accordance with the skills and knowledge of the facility personnel as follows. For nursing personnel, this shall include at least twelve (12) hours of in-service per calendar year and six (6) hours of in-service per calendar year for nonnursing personnel.

(m) In-service programs for items required under subsection (k) shall contain a means to assess learning by participants.

(n) The administrator may approve attendance at outside workshops and continuing education programs related to that individual's responsibilities in the facility. Documented attendance at these workshops and programs meets the requirements for in-service training.

(o) In-service records shall be maintained and shall indicate the following:

(1) The time, date, and location.
(2) The name of the instructor.
(3) The title of the instructor.
(4) The names of the participants.
(5) The program content of in-service. The employee will acknowledge attendance by written signature.

(p) Initial orientation of all staff must be conducted and documented and shall include the following:

(1) Instructions on the needs of the specialized population or populations served in the
facility, for example:

(A) aged;
(B) developmentally disabled;
(C) mentally ill;
(D) children; or
(E) care of cognitively impaired residents.

(2) A review of residents’ rights and other pertinent portions of the facility’s policy manual.

(3) Instruction in first aid, emergency procedures, and fire and disaster preparedness, including evacuation procedures and universal precautions.

(4) A detailed review of the appropriate job description, including a demonstration of equipment and procedures required of the specific position to which the employee will be assigned.

(5) Review of ethical considerations and confidentiality in resident care and records.

(6) For direct care staff, instruction in the particular needs of each resident to whom the employee will be providing care.

(u) In addition to the required in-service hours in subsection (l), staff who have regular contact with residents shall have a minimum of six (6) hours of dementia-specific training within six (6) months of initial employment, or within thirty (30) days for personnel assigned to the Alzheimer's and dementia special care unit, and three (3) hours annually thereafter to meet the needs or preferences, or both, of cognitively impaired residents and to gain understanding of the current standards of care for residents with dementia.

410 IAC 16.2-3.1-18 INFECTION CONTROL PROGRAM
Sec. 18
...(b) The facility must establish an infection control program under which it does the following:

...(4) Provides orientation and in-service education on infection prevention and control, including universal precautions.

410 IAC 16.2-3.1-20 DIETARY SERVICES
...(d) A qualified dietitian is one who is certified under IC 25-14.5. However, a person employed by a health facility as of July 1, 1984, must:

...(3) participate annually in continuing dietetic education.