

420-5-10-.04 Personnel.

(1) General. The administrator shall be responsible for implementation and maintenance of written personnel policies and procedures that support sound resident care and personnel practices. Personnel records shall be in effect current and available for each employee and contain sufficient information to support placement in the position to which assigned. Written policies for control of communicable disease shall be in effect to ensure that employees with symptoms or signs of communicable disease or infected skin lesions are not permitted to work, and that safe and sanitary environment for personnel exists. Incidents and accidents to personnel shall be reviewed to identify health and safety hazards.

(2) Personnel Records. Each nursing facility shall maintain a personnel record for each employee. As a minimum, the record shall include:

(a) Application for employment which contains information regarding education, training, experience, and if applicable, registration, and/or licensure information of the applicant.

(b) A job description.

(c) General administrative and job related orientation

(3) In addition to requirements at 420-5-10-.17, each facility shall:

(a) Establish vaccination requirements for employees, that are consistent with current recommendations from the Center for disease Control and Prevention (CDC) and the federal Occupational Safety and Health Administration (OSHA).

(b) Personnel absent from duty because of any communicable disease shall not return to duty until examined by a physician or freed from any condition that might endanger the health of residents or employees. Documentation of freedom from communicable disease shall be available in facility records.

(4) Personnel Qualifications, Requirements and Training.

(a) Qualifications of Personnel. The name and qualifications of all professional employees shall be kept on file for inspection by the State Board of Health.

(b) Staff Development. Each employee shall receive appropriate orientation to the facility and its policies and to his/her position and job duties, to ensure competency in the job placement. All employees shall participate in in-service educational programs planned and conducted for the development and improvement of their skills.

Author: Patricia E. Ivie

Statutory Authority: Code of Ala. 1975, §§22-21-20, et seq.

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