

R9-10-905. Staff and Volunteers

A. An administrator shall ensure that:

1. A staff member who provides direct care is available to meet the needs of a resident based on the resident's comprehensive assessment;
2. A staff member who provides direct care demonstrates and maintains competency and proficiency according to criteria established in the nursing care institution policies and procedures;
3. A work schedule of each staff member who provides direct care and volunteer is:
 - a. Developed and maintained at the nursing care institution for 12 months from the date of the work schedule; and
 - b. Provided to the Department for review within two hours of the Department's request;
4. A staff member who provides direct care attends at least 12 hours of in-service education every 12 months from the starting date of employment.
5. A nursing care institution policy and procedure is established to provide criteria for in-service education;
6. Documentation of in-service education required in subsection (A)(4) includes:
 - a. The date of the in-service education,
 - b. The subject matter of the in-service education,
 - c. The number of clock hours of the in-service education,
 - d. The instructor's name, and
 - e. The signature of the staff member participating in the in-service education;
7. Orientation for a staff member or a volunteer begins in the first week of employment or volunteer service and covers:
 - a. Nursing care institution policies and procedures;
 - b. Resident rights;
 - c. Infection control including:
 - i. Hand washing,

ii. Linen handling, and

iii. Prevention of communicable diseases, and

d. Disaster plans;

8. On or before the starting date of employment or volunteer service, a staff member or volunteer submits one of the following as evidence of freedom from infectious pulmonary tuberculosis:

a. Documentation of a negative Mantoux skin test or other test for tuberculosis recommended by the U.S. Centers for Disease Control and Prevention or the tuberculosis control officer that includes the date and the type of test, administered within six months before the starting date of employment or volunteer service; or

b. A statement written and dated by a physician, physician assistant, or registered nurse practitioner within six months before the starting date of employment or volunteer service, that the staff member or volunteer is free from infectious pulmonary tuberculosis;

9. Every 12 months after the date of testing or date of the written statement by a physician, physician assistant, or registered nurse practitioner, a staff member or volunteer submits one of the following as evidence of freedom from infectious pulmonary tuberculosis:

a. Documentation of a negative Mantoux skin test or other test recommended by the U.S. Centers for Disease Control and Prevention or the tuberculosis control officer that includes the date and the type of test, administered within 30 days before the anniversary date of the most recent test or written statement; or

b. A statement written and dated by a physician, physician assistant, or registered nurse practitioner within 30 days before the anniversary date of the last written statement, that the staff member or volunteer is free from infectious pulmonary tuberculosis;

10. A record for a staff member and volunteer is maintained that includes:

a. An application completed by the staff member or volunteer that includes the date of employment or volunteer service and the first working day or first day of volunteer service;

b. Verification of orientation and, if applicable, certification and licensure;

c. Documentation that the staff member or volunteer is free from infectious pulmonary tuberculosis as required in subsection (A)(8); and

d. If applicable, documentation of compliance with the fingerprinting requirements in A.R.S. § 36-411;

11. A staff member or volunteer record required under subsection (A)(10) and in-service education documentation required under subsection (A)(6) are provided to the Department for review:

- a. For a current staff member or volunteer, as soon as possible but not more than two hours from the time of the Department's request; and
- b. For a staff member or volunteer who is not currently working or providing volunteer services in the nursing care institution, within two hours from the Department's request; and

12. A staff member or volunteer record and in-service education documentation are maintained by the nursing care institution for at least two years after the last date of volunteer service or work.

B. An administrator shall appoint:

1. A qualified individual to provide:

- a. Medically-related social services, and
- b. Recreational activities; and

2. A full-time social worker if the nursing care institution has a licensed capacity of 120 or more;

C. If an administrator provides direction in a hospital and a hospital-based nursing care institution under R9-10-904(C)(1), the administrator may designate a staff member to provide direct care in both licensed health care institutions if:

1. The designation is not prohibited by federal or state law; and
2. The time working in each health care institution by the staff member is documented.

D. If the nursing care institution uses registry staff, the administrator shall ensure there is a contractual agreement with the registry that ensures:

1. A registry staff member holds a current license or certificate to perform duties within the scope of the individual's license or certificate;
2. A registry staff member complies with the requirements in subsection (A)(8) for providing evidence of freedom from infectious pulmonary tuberculosis;
3. A registry staff member complies with the fingerprinting requirements in A.R.S. § 36-411; and
4. A registry provides documentation of compliance with subsections (D)(1), (D)(2), and (D)(3) within two hours of a request by the nursing care institution or the Department.

Historical Note

Adopted effective February 17, 1995 (Supp. 95-1). Section repealed; new Section made by final rulemaking at 9 A.A.R. 338, effective March 16, 2003 (Supp. 03-1). Amended by final rulemaking at 9 A.A.R. 3792, effective October 4, 2003 (Supp. 03-3).