

105.PERSONNEL.

01. Personnel Policies. Personnel policies shall be developed and implemented and shall include: (1-1-88)

- a. The recruitment of qualified personnel (including consultants when utilized); (1-1-88)
- b. Orientation of all new employees; (1-1-88)
- c. Continuing in-service training for all employees which is consistent with patients'/residents' needs and services offered. A minimum of twenty-four (24) hours of training per year shall be provided to nursing staff; (1-1-88)
- d. Competent supervision of all staff; (1-1-88)
- e. Uniform rules for each classification of employee concerning hours of work, paydays, overtime and other related personnel matters; and (1-1-88)
- f. Employee grievance procedures. (1-1-88)

02. Daily Work Schedules. Daily work schedules shall be maintained in writing which reflect:(1-1-88)

- a. Personnel on duty at any given time for the previous three (3) months; (1-1-88)
- b. The first and last names of each employee, including professional designation (R.N., L.P.N., etc.) and position; and (1-1-88)
- c. Any adjustments made to the schedule. (1-1-88)

16 IAC 2010 03. Job Description. Job descriptions shall be current, on file and shall: (1-1-88)

- a. Include the authority, responsibilities and duties of each classification of personnel; (1-1-88)
- b. Be given to each employee consistent with his classification. (1-1-88)

04. Organizational Chart. An organizational chart shall be posted or be available to view by all employees, or be in the employee's possession which clearly reflects lines of authority within the facility's organizational structure. (1-1-88)

05. Applicable Idaho and Federal Laws. Applicable Idaho and federal laws shall be observed in relation to employment of any individual. (1-1-88)

06. Age Limitations. No employee, other than licensed personnel, who is less than eighteen (18) years of age shall provide direct resident care except when the employee may be a student or a graduate of a recognized vocational health care training program. (1-1-88)

07. Patient/Resident Employment. Whenever work of economic benefit to the facility is performed by a patient/resident, such work will be subject to the provisions prescribed by law for any employee. (1-1-88)

08. Employee Health. Personnel policies relating to employee health shall include: (1-1-88)

a. The facility shall establish, upon hiring a new employee, the current status of a tuberculin skin test. The determination may be based upon a report of the skin test taken prior to employment or within thirty (30) days after employment. If the skin test is positive, either by history or current test, a chest X-ray shall be taken, or a report of the results of a chest X-ray taken within three (3) months preceding employment shall be accepted. The TB Skin Test status shall be known and recorded and a chest X-ray alone is not a substitute. No subsequent chest X-ray or skin test is required for routine surveillance. (1-1-88)

b. A repeat skin test is required if a patient/resident or other staff develop tuberculosis. (1-1-88)

c. The facility shall require that all employees report immediately to their supervisor any signs or symptoms of personal illness. (1-1-88)

d. Personnel who have a communicable disease, infectious wound or other transmittable condition and who provide care or services to patients/residents shall be required to implement protective infection control techniques approved by administration; or be required not to work until the infectious stage is corrected; or be reassigned to a work area where contact with others is not expected and likelihood of transmission of infection is absent; or seek other remedy to avoid spreading the employee's infection. (1-1-88)

09. Payroll Records. Payroll records shall be maintained by the facility which reflect an employee's hours of work, paydays, overtime and other related matters. (1-1-88)

10. Personnel Files. Personnel files shall be kept for each employee and each shall contain: (1-1-88)

a. Name, current address and telephone number of the employee; (1-1-88)

b. Social security number; (1-1-88)

c. Qualifications for the position for which the employee is hired, including education and experience; (1-1-88)

d. If Idaho license is required, verification of current license; (1-1-88)

e. Position in facility; (1-1-88)

f. Date of employment; (1-1-88)

g. Date of termination and reason; (1-1-88)

h. Verification of TB skin test upon employment and any subsequent test results; and (1-1-88)

i. Orientation and training documentation reflecting what the employee received when, and the amount of time for each program. (1-1-88)

11. Orientation and Continuing Education. The facility shall provide a formalized, ongoing educational program for all personnel which shall commence upon employment and shall include: (1-1-88)

a. A structured orientation program written and designed to meet the training needs of new employees in relation to an employee's responsibilities in the facility. The program shall include, but is not limited to: (1-1-88)

i. All facility policies and procedures relevant to an employee's responsibilities; (1-1-88)

ii. Basic procedures relative to patient/resident care; (1-1-88)

iii. Patient's/resident's rights and responsibilities; (1-1-88)

iv. Confidentiality; (1-1-88)

v. Ethics; (1-1-88)

vi. Use of mechanical/electrical equipment utilized by the employee; (1-1-88)

vii. Fire safety and emergency evacuation; (1-1-88)

viii. Emergency procedures; (1-1-88)

ix. Organizational structure; (1-1-88)

x. Measures to prevent cross infection, including aseptic and isolation techniques; (1-1-88)

xi. Special needs of the population served; and (1-1-88)

xii. Restorative care. (1-1-88)

b. An ongoing, planned continuing educational program which maintains and upgrades the knowledge, skills and abilities of the staff in relation to services provided and employee responsibilities. (1-1-88)

c. Opportunity to attend outside educational programs. (1-1-88)

d. At least twenty-four (24) hours of continuing education annually for all nursing personnel. (1-1-88)