

writing by a physician as having been screened for tuberculosis Infection and provide a statement of medical evidence that he/she is currently free from communicable disease prior to beginning work.

**C. DISEASE SURVEILLANCE AND CONTROL:** Facilities shall develop and implement written policies for control of communicable diseases which ensure that employees and volunteers with systems or signs of communicable disease or infected skin lesions are not permitted to work unless authorized to do so by a physician or physician extender.

**D. VOLUNTEERS:** Facilities may use volunteers provided that the volunteers receive the orientation, training, and supervision necessary to assure resident health, safety and welfare.

**E. ABUSE OF RESIDENTS:**

(1) 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 resident's rights and to their position and duties by the time they have worked thirty (30) days.

(2) Training: Except for nurses, all employees who provide direct care to residents shall be trained through a program approved by the Department.

(3) Assignments: Employees shall be assigned only to resident care duties consistent with their training.

(4) Reporting: All employees will be instructed in the reporting requirements of the Adult Protective Services Act of abuse, neglect or exploitation of any resident.

**F. CONTINUING EDUCATION:**

(1) Nursing in-service: The facility shall require employees who provide direct care to residents to attend educational programs desired 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, wheelchair safety and transportation and special programming for developmentally disabled residents if the facility admits developmentally disabled person. These programs shall be conducted quarterly to enable staff to acquire the skills and techniques necessary to implement the individual program plans for each resident under their care.

(2) Dietary in-service: Educational programs shall be held quarterly 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) All other staff in-service: The facility shall provide in-service designed to improve the skills and knowledge of all other employees.

[7-1-60, 5-2-89; 7.9.2.27 NMAC – Rn & A, 7 NMAC 9.2.27, 8-31-00]

**7.9.2.28 RECORDS – GENERAL:** The administrator or administrator's designee shall provide the Department with any information required to document compliance with these regulations and shall provide reasonable means for examining records and gathering the information.

[7-1-60, 7-1-64; 7.9.2.28 NMAC – Rn, 7 NMAC 9.2.28, 8-31-00]

**7.9.2.29 PERSONNEL RECORDS:** A separate record of each employee shall be maintained, be kept current, and contain sufficient information to support assignment to the employee's current position and duties.

[7-1-60, 5-2-89; 7.9.2.29 NMAC – Rn, 7 NMAC 9.2.29, 8-31-00]

**7.9.2.30 MEDICAL RECORDS – STAFF:**

**A. TIMELINESS:** Duties relating to medical records shall be completed in a timely manner.

**B.** Each facility shall designate an employee of the facility as the person responsible for the medical record service, who:

(1) Is a graduate of a school of medical record science that is accredited jointly by the council on medical education of the American Medical Association; or

(2) Receives regular consultation but not less than four hours quarterly as appropriate from a person