

§ 558.245 Staffing Policies

- (a) An agency must adopt and enforce written staffing policies that govern all personnel used by the agency, including employees, volunteers, and contractors.
- (b) An agency's written staffing policies must:
- (1) include requirements for orientation to the policies, procedures, and objectives of the agency;
 - (2) include requirements for participation by all personnel in job-specific training. Agency training program policies must:
 - (A) ensure personnel are properly oriented to tasks performed;
 - (B) ensure demonstration of competency for tasks when competency cannot be determined through education, license, certification, or experience;
 - (C) ensure a continuing systematic program for the training of all personnel; and
 - (D) ensure personnel are informed of changes in techniques, philosophies, goals, client's rights, and products relating to client's care;
 - (3) address participation by all personnel in appropriate employee development programs;
 - (4) include a written job description (statement of those functions and responsibilities that constitute job requirements) and job qualifications (specific education and training necessary to perform the job) for each position within the agency;
 - (5) include procedures for processing criminal history checks and searches of the nurse aide registry and the employee misconduct registry for unlicensed personnel in accordance with §558.247 of this division (relating to Verification of Employability and Use of Unlicensed Persons);
 - (6) ensure annual evaluation of employee and volunteer performance;
 - (7) address employee and volunteer disciplinary action and procedures;
 - (8) address the use of volunteers, if volunteers are used by the agency. The policy must be in compliance with §558.248 of this division (relating to Volunteers);
 - (9) address requirements for providing and supervising services to pediatric clients. Services provided to pediatric clients must be provided by staff who have been instructed and have demonstrated competency in the care of pediatric clients; and
 - (10) include a requirement that all personnel who are direct care staff and who have direct contact with clients (employed by or under contract with the agency) sign a statement that they have read, understand, and will comply with all applicable agency policies.

Notes

26 Tex. Admin. Code § 558.245

The provisions of this §558.245 adopted to be effective February 1, 2002, 26 TexReg 9159; amended to be effective June 1, 2006, 31 TexReg 1455; amended to be effective January 15, 2009, 34 TexReg 254; Transferred from Title 40, Chapter 97 by Texas Register, Volume 44, Number 15, April 12, 2019, TexReg 1893, eff. 5/1/2019; Amended by Texas Register, Volume 46, Number 15, April 9, 2021, TexReg 2430, eff. 4/25/2021