

449.782 Personnel policies

A home health agency shall establish written policies concerning the qualifications, responsibilities and conditions of employment for each type of personnel, including licensure if required by law. The written policies must be reviewed as needed and made available to the members of the staff and the advisory groups. The personnel policies must provide for:

1.

Wage and hour policies;

2.

Eligibility for vacation, sick leave and other fringe benefits;

3.

The orientation of all health personnel to the policies and objectives of the agency, training while on the job, and continuing education;

4.

Periodic evaluation of employees' performances;

5.

Job descriptions for each category of personnel which are specific and include the type of activity each may carry out;

6.

The maintenance of employee records which confirm that personnel policies are followed; and

7.

The maintenance of a health record for each employee as required by chapter 441A of NAC.