

449.677 Employees: General requirements

1.

A facility must maintain methods of administrative management which assure that:

(a) There are on duty, all hours of each day, members of the staff sufficient in number and qualifications to carry out the policies, responsibilities and programs of the facility; and (b) The numbers and categories of personnel are adequate for the number of residents and their particular needs.

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2.

There must be an orientation program for all new employees that includes the review of all policies of the facility. An educational program must be planned and conducted for the development and improvement of skills of all of the facility's personnel. Records must be maintained which indicate the content of and participation in all orientation and developmental programs.

3.

The administrator or any person on the professional staff of the facility must be

designated as resident services director and assigned the responsibility for the coordination and monitoring of the overall plan of care for the residents.

4.

The facility must maintain effective arrangements for required institutional services. There must be written agreements with outside resources in those instances where the facility does not employ a qualified professional person to render a required institutional service. The responsibilities, functions, objectives and terms of the agreement with each outside resource must be delineated in writing and signed by the administrator or authorized representative and the outside resource. These services may include physical, occupational or speech therapy and social, dental or dietetic services.

5.

A designated member of the staff who is suited by training or experience must be responsible for arranging social services and for the integration of social services with other elements of the overall plan of care.

6.

A member of the staff who is qualified by experience or training in directing group activities must be responsible for the program of activities.

7.

A designated member of the staff who is suited by training or experience in food management or nutrition must be responsible for planning and supervising menus and meals.

8.

The facility must furnish the Division with such information from payroll records as may be requested regarding staffing patterns.