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Chapter 411@ DEPARTMENT OF HUMAN SERVICES, AGING AND PEOPLE WITH DISABILITIES AND DEVELOPMENTAL DISABILITIES

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Division 86@ NURSING FACILITIES/LICENSING - ADMINISTRATION AND SERVICES

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Section 411-086-0310@ Employee Orientation and In-Service Training

411-086-0310 Employee Orientation and In-Service Training

(1)

Orientation. The nursing facility shall ensure that each employee, temporary employee, and volunteer completes an orientation program sufficient to ensure that the safety and comfort of all residents is assured in accordance with facility policies (OAR 411-085-0210). Orientation to each task must be completed prior to the employee or volunteer performing such task independently. Orientation for nursing staff and nursing assistants in training shall be supervised by a registered nurse. The orientation shall include: (a) Explanation of facility organizational structure; (b) Philosophy of care of the facility, including purpose of nursing facility requirements as defined in these administrative rules; (c) Description of resident population; (d) Employee rules; and (e) Facility policy and procedures.

(a)

Explanation of facility organizational structure;

(b)

Philosophy of care of the facility, including purpose of nursing facility requirements as defined in these administrative rules;

(c)

Description of resident population;

(d)

Employee rules; and

(e)

Facility policy and procedures.

(2)

Inservice. The Administrator or his/her designee shall coordinate all inservice training. Inservice training shall be designed to meet the needs of all facility staff in accordance with facility policy (OAR 411-085-0210). Each certified nursing assistant shall receive a minimum of three hours of inservice training each calendar quarter. Each calendar year the inservice training agenda shall include at least the following: (a) Resident rights, including, but not limited to, those rights included in ORS 441.600-441.625; (b) Rules and statutes pertaining to abuse, including, but not limited to, ORS 441.630-441.675; (c) The transfer/discharge rules, including, but not limited to, the obligations of facility personnel to forward requests for conferences and hearings to the appropriate authorities; (d) Measures to prevent cross-contamination, including universal precautions; (e) Oral care, including oral screenings (required for nursing staff only); (f) Emergency procedures, including, but not limited to, the disaster plan; (g) Procedures for life-threatening situations, including, but not limited to, cardiopulmonary resuscitation and the life-saving techniques for choking victims (including abdominal thrust and chest thrust); (h) Application and use of physical restraints (required for nursing staff only); (i) Procedures to prevent residents from wandering away from the facility and how to deal with the wandering resident; (j) Restorative services, including benefits thereof (required for nursing staff only); (k) Activity program, including benefits thereof; (l) The social services program, including benefits thereof; (m) Accident prevention; (n) Alzheimer's disease and other dementias, including recognition of symptoms, treatments, and behavioral

management; and (o) Other special needs of the facility population.

(a)

Resident rights, including, but not limited to, those rights included in ORS 441.600-441.625;

(b)

Rules and statutes pertaining to abuse, including, but not limited to, ORS 441.630-441.675;

(c)

The transfer/discharge rules, including, but not limited to, the obligations of facility personnel to forward requests for conferences and hearings to the appropriate authorities;

(d)

Measures to prevent cross-contamination, including universal precautions;

(e)

Oral care, including oral screenings (required for nursing staff only);

(f)

Emergency procedures, including, but not limited to, the disaster plan;

(g)

Procedures for life-threatening situations, including, but not limited to, cardiopulmonary resuscitation and the life-saving techniques for choking victims (including abdominal thrust and chest thrust);

(h)

Application and use of physical restraints (required for nursing staff only);

(i)

Procedures to prevent residents from wandering away from the facility and how to deal with the wandering resident;

(j)

Restorative services, including benefits thereof (required for nursing staff only);

(k)

Activity program, including benefits thereof;

(l)

The social services program, including benefits thereof;

(m)

Accident prevention;

(n)

Alzheimer's disease and other dementias, including recognition of symptoms, treatments, and behavioral management; and

(o)

Other special needs of the facility population.

(3)

Documentation. Inservice training and orientation shall be documented and shall include the date, content, and names of attendees.