

105 PERSONNEL

01.Daily Work Schedules. Daily work schedules must be maintained that reflect:(3-17-22)

a.Personnel on duty at any given time for the previous three (3) months;(3-17-22)

b.The first and last names of each employee, including professional designation (R.N., L.P.N., etc.) and position; and(3-17-22)

c.Any adjustments made to the schedule.(3-17-22)

02.Job Description. Job descriptions must be current, on file, and:(3-17-22)

a.Include the authority, responsibilities, and duties of each classification of personnel; and (3-17-22)

b.Be given to each employee consistent with their classification.(3-17-22)

03.Age Limitations. Employees, other than licensed personnel, who are less than eighteen (18) years of age may not provide direct resident care except when employees are students or graduates of a recognized vocational health care training program.(3-17-22)

04.Resident Employment. Whenever work of economic benefit to the facility is performed by a resident, such work will be subject to the provisions prescribed by law for any employee.(3-17-22)

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05.Employee Health. Personnel policies relating to employee health must include:(3-17-22)

a.That the facility establishes, upon hiring a new employee, the current status of a tuberculin skin test. The determination may be based upon a report of the skin test taken prior to employment or within thirty (30) days after employment. If the skin test is positive, either by history or current test, a chest X-ray is taken, or a report of the results of a chest X-ray taken within three (3) months preceding employment and accepted. The TB Skin Test status is recorded and a chest X-ray alone is not a substitute. No subsequent chest X-ray or skin test is required for routine surveillance.(3-17-22)

b.That a repeat skin test is required if a resident or other staff develop tuberculosis.(3-17-22)

c.That the facility requires all employees report immediately to their supervisor any signs or symptoms of personal illness.(3-17-22)

d. That personnel who have a communicable disease, infectious wound, or other transmittable condition and who provide care or services to residents are required to implement protective infection control techniques approved by administration; are not to work until the infectious stage is corrected; are reassigned to a work area where contact with others is not expected and likelihood of transmission of infection is absent; or seeks other remedy to avoid spreading the employee's infection. (3-17-22)

06. Personnel Files. Personnel files must be kept for each employee containing: (3-17-22)

a. Name, current address, and telephone number of the employee; (3-17-22)

b. Social security number; (3-17-22)

c. Qualifications for the position for which the employee is hired, including education and experience; (3-17-22)

d. If Idaho license is required, verification of current license; (3-17-22)

e. Position in facility; (3-17-22)

f. Date of employment; (3-17-22)

g. Date of termination and reason; and (3-17-22)

h. Verification of TB skin test upon employment and any subsequent test results. (3-17-22)