

## **70719 Personnel Policies**

### **(a)**

Each hospital shall adopt written personnel policies concerning qualifications, responsibilities and conditions of employment for each type of personnel, which shall be available to all personnel. Such policies shall include but not be limited to:

(1) Wage scales, hours of work and all employee benefits. (2) A plan for orientation of all personnel to policies and objectives of the hospital and for on-the-job training where necessary. (3) A plan for at least an annual evaluation of employee performance.

#### **(1)**

Wage scales, hours of work and all employee benefits.

#### **(2)**

A plan for orientation of all personnel to policies and objectives of the hospital and for on-the-job training where necessary.

#### **(3)**

A plan for at least an annual evaluation of employee performance.

### **(b)**

Personnel policies shall require that employees and other persons working in or for the hospital familiarize themselves with these and such other regulations as are applicable to their duties.

### **(c)**

Hospitals shall furnish written evidence of a plan for growth and development of the hospital staff through: (1) Designation of a staff member qualified by training and experience who shall be responsible for staff education. (2) Reference material relevant to the services provided by the hospital which shall be readily accessible to the staff.

**(1)**

Designation of a staff member qualified by training and experience who shall be responsible for staff education.

**(2)**

Reference material relevant to the services provided by the hospital which shall be readily accessible to the staff.