

|->

Title 22@ Social Security

|->

Division 5@ Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies

|->

Chapter 9@ Psychiatric Health Facilities

|->

Article 4@ Administration

|->

Section 77117@ Personnel Policies

77117 Personnel Policies

(a)

Each facility shall adopt and implement written personnel policies concerning qualifications, responsibilities and conditions of employment for each classification employed which shall be available to all personnel. Such policies shall include but not be limited to: (1) Hours of work. (2) A plan for orientation for all new staff members that shall ensure that all new staff providing program services shall receive at least 20 hours of orientation and training within 60 days of employment. Staff attendance shall be documented. Initial training shall include, but not be limited to, the following: (A) Orientation to all policies, procedures and objectives of the facility. (B) Orientation to special needs of the mentally disordered. (C) Orientation to overall concepts of programs to meet the special needs of the mentally disordered. (D) Orientation and training in specific program techniques being used in the facility to meet the identified program needs of the patients. (3) A plan for at least annual evaluation of employee performance. (4) A plan to conduct a background investigation, including previous employment and criminal background information, on prospective employees.

(1)

Hours of work.

(2)

A plan for orientation for all new staff members that shall ensure that all new staff

providing program services shall receive at least 20 hours of orientation and training within 60 days of employment. Staff attendance shall be documented. Initial training shall include, but not be limited to, the following: (A) Orientation to all policies, procedures and objectives of the facility. (B) Orientation to special needs of the mentally disordered. (C) Orientation to overall concepts of programs to meet the special needs of the mentally disordered. (D) Orientation and training in specific program techniques being used in the facility to meet the identified program needs of the patients.

(A)

Orientation to all policies, procedures and objectives of the facility.

(B)

Orientation to special needs of the mentally disordered.

(C)

Orientation to overall concepts of programs to meet the special needs of the mentally disordered.

(D)

Orientation and training in specific program techniques being used in the facility to meet the identified program needs of the patients.

(3)

A plan for at least annual evaluation of employee performance.

(4)

A plan to conduct a background investigation, including previous employment and criminal background information, on prospective employees.

(b)

The facility shall provide for a continuing inservice education program designed to improve patient care and employee efficiency. This training shall include, but not be limited to, suicide prevention techniques, management of assaultive behavior

techniques and cardiopulmonary resuscitation (CPR). All staff members shall attend and attendance shall be documented. Continuing inservice education shall be provided by the facility or obtained by the staff at an annual rate of 48-hours for full time staff. Part time staff accrual rates shall be prorated to be consistent with their part-time status.

(c)

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

(d)

The facility shall recruit qualified personnel. Mental health workers shall work under the direct supervision of qualified mental health professionals.

(e)

If language or communication barriers exist between facility staff and patients, arrangements shall be made for interpreters or for the use of other means to ensure adequate communications between patients and personnel.

(f)

All personnel shall wash their hands before and after coming in direct contact with any linen or food.