

85065 Personnel Requirements

(a)

In addition to Section 80065, the following shall apply.

(b)

The licensee shall employ staff as necessary to ensure provision of care and supervision to meet client needs.

(c)

The licensee shall employ support staff as necessary to perform office work, cooking, house cleaning, laundering, and maintenance of buildings, equipment and grounds.

(d)

The licensee shall ensure that the following personnel requirements are met in the provision of planned activities: (1) In facilities with a licensed capacity of 16 to 49 clients, one employee shall be designated by the administrator to have primary responsibility for the organization, conduct and evaluation of planned activities.

(A) The designated employee shall possess at least six months of experience in organizing and providing planned group activities. (2) In facilities with a licensed capacity of 50 or more clients, one employee shall have full-time responsibility for the organization, conduct and evaluation of planned activities, and shall be given assistance as necessary in order to ensure that all clients participate in accordance with their interests and abilities. (A) The designated employee shall

possess at least one year of experience in organizing and providing planned group activities, and shall be knowledgeable in the evaluation of client needs, the supervision of other employees, and the training of volunteers. (3) Participation of volunteers in planned activities shall be encouraged. (A) Such volunteers shall be under the direction and supervision of the employee designated as responsible for the activity program.

(1)

In facilities with a licensed capacity of 16 to 49 clients, one employee shall be designated by the administrator to have primary responsibility for the organization, conduct and evaluation of planned activities. (A) The designated employee shall possess at least six months of experience in organizing and providing planned group activities.

(A)

The designated employee shall possess at least six months of experience in organizing and providing planned group activities.

(2)

In facilities with a licensed capacity of 50 or more clients, one employee shall have full-time responsibility for the organization, conduct and evaluation of planned activities, and shall be given assistance as necessary in order to ensure that all clients participate in accordance with their interests and abilities. (A) The designated employee shall possess at least one year of experience in organizing and providing planned group activities, and shall be knowledgeable in the evaluation of client needs, the supervision of other employees, and the training of volunteers.

(A)

The designated employee shall possess at least one year of experience in organizing and providing planned group activities, and shall be knowledgeable in the evaluation of client

needs, the supervision of other employees, and the training of volunteers.

(3)

Participation of volunteers in planned activities shall be encouraged. (A) Such volunteers shall be under the direction and supervision of the employee designated as responsible for the activity program.

(A)

Such volunteers shall be under the direction and supervision of the employee designated as responsible for the activity program.

(e)

The licensee shall ensure that the following personnel requirements are met in the provision of food service: (1) Employment, training and scheduling of food service personnel shall ensure that client's food service needs are met by the facility. (2) In facilities with a licensed capacity of 16 or more clients an employee shall be designated to have primary responsibility for food planning, preparation and service. (A) The designated employee shall receive on-the-job training or shall have related experience as evidenced by safe and effective job performance. (3) In facilities with a licensed capacity of 50 or more clients, and which provide three meals per day, an employee shall be designated to have full-time responsibility for the operation of the food service program and shall possess either:(A) One year of experience in food preparation and service accommodating 50 or more persons. (B) Two years of experience in food preparation and service accommodating 16 to 49 persons. (4) If the employee designated in a facility for 50 or more clients is not a nutritionist, dietitian, or a home economist, provision shall be made for regular consultation from a person so qualified. (A) Such consultation shall be during at least one meal preparation and service, on the day of the consultation, and shall include review and approval of the facility's food

planning, preparation and service procedures. (B) A written record of the frequency, nature and duration of the consultant's visits shall be secured from the consultant and maintained in the facility. (C) The licensing agency shall have authority to require more frequent consultation than the licensee is having, when the licensing agency determines and documents the need for such additional consultation.

(1)

Employment, training and scheduling of food service personnel shall ensure that client's food service needs are met by the facility.

(2)

In facilities with a licensed capacity of 16 or more clients an employee shall be designated to have primary responsibility for food planning, preparation and service.

(A) The designated employee shall receive on-the-job training or shall have related experience as evidenced by safe and effective job performance.

(A)

The designated employee shall receive on-the-job training or shall have related experience as evidenced by safe and effective job performance.

(3)

In facilities with a licensed capacity of 50 or more clients, and which provide three meals per day, an employee shall be designated to have full-time responsibility for the operation of the food service program and shall possess either:(A) One year of experience in food preparation and service accommodating 50 or more persons. (B) Two years of experience in food preparation and service accommodating 16 to 49 persons.

(A)

One year of experience in food preparation and service accommodating 50 or more persons.

(B)

Two years of experience in food preparation and service accommodating 16 to 49 persons.

(4)

If the employee designated in a facility for 50 or more clients is not a nutritionist, dietitian, or a home economist, provision shall be made for regular consultation from a person so qualified. (A) Such consultation shall be during at least one meal preparation and service, on the day of the consultation, and shall include review and approval of the facility's food planning, preparation and service procedures. (B) A written record of the frequency, nature and duration of the consultant's visits shall be secured from the consultant and maintained in the facility. (C) The licensing agency shall have authority to require more frequent consultation than the licensee is having, when the licensing agency determines and documents the need for such additional consultation.

(A)

Such consultation shall be during at least one meal preparation and service, on the day of the consultation, and shall include review and approval of the facility's food planning, preparation and service procedures.

(B)

A written record of the frequency, nature and duration of the consultant's visits shall be secured from the consultant and maintained in the facility.

(C)

The licensing agency shall have authority to require more frequent consultation than the licensee is having, when the licensing agency determines and documents the need for such additional consultation.

(f)

The licensee shall ensure that all direct services to clients requiring specialized

skills are performed by personnel who are licensed or certified to perform the service. (1) Where no license or certification is available for a particular skill, prior approval of the licensing agency shall be obtained for the provision of the service by an unlicensed or uncertified person.

(1)

Where no license or certification is available for a particular skill, prior approval of the licensing agency shall be obtained for the provision of the service by an unlicensed or uncertified person.