**Section 205.310 Personnel Policies**

a) Each ambulatory surgical treatment center shall have written personnel policies including job descriptions for each staff position, which shall include minimum qualifications required for the position. There shall be a documented procedure for orientation of new employees to the facility's policies and procedures as well as the personnel policies including a copy of the appropriate job description.

b) Prior to employing any individual in a position that requires a State license, the ambulatory surgical treatment center shall contact the Illinois Department of Professional Regulation to verify that the individual's license is active. A copy of the license shall be placed in the individual's personnel file.

c) The ambulatory surgical treatment center shall check the status of all applicants with the Nurse Aide Registry prior to hiring.

(Source: Amended at 27 Ill. Reg. 13457, effective July 25, 2003)