**Section 220.2700 Personnel**

a) The licensee shall provide adequate, properly trained and supervised staff to meet each participant's individual rehabilitation plan. Services shall be provided by a coordinated rehabilitation team.

b) The licensee shall define, through job descriptions, the minimum education and experience requirements for all staff, consultants, and contract staff providing services to the Community-Based Residential Rehabilitation Center Model.

c) The licensee shall provide an initial orientation and routine, pertinent training to all staff. This training may include demonstration, one-on-one training, small group exercises, or lectures. All training conducted shall be documented with:

1) Date;

2) Start and end time;

3) Instructors;

4) Course title and short description of content; and

5) Attendance records, including staff member's written signature.

d) The licensee shall develop and maintain written personnel policies, which are followed in the operation of the Model.

e) Each employee shall have an initial health evaluation, which shall be used to ensure that employees are not placed in positions that would pose undue risk of infection to themselves, other employees, participants or visitors. Individuals who were employed by the Model prior to June 1, 2000, shall have an initial health evaluation within six months after licensure of the Model.

1) The initial health evaluation shall be completed not more than 30 days prior to nor 30 days after the employee's first day of employment.

2) The initial health evaluation shall include a health inventory from the employee, including an evaluation of the employee's immunization status.

3) The initial health evaluation shall include tuberculin testing in accordance with the Department's Control of Tuberculosis Code (77 Ill. Adm. Code 696).

f) The licensee shall designate a program manager or director.

g) A registered nurse shall be responsible for managing the day-to-day health needs of every residential participant. Residential staff, as well as clinical team members, shall support health-related programs, as requested by the registered nurse under the direction of the treating physician.

h) The Model shall have a Supervisory Nurse, who shall be a registered nurse and who shall:

1) Promote the competency, numbers, and staff levels of nursing personnel appropriate to meet the rehabilitation and complex needs of the persons served;

2) Identify and implement a nursing program and structure to ensure that the persons served will receive coordinated services;

3) Provide ongoing monitoring of compliance with nursing standards in practice and documentation; and

4) Provide orientation and ongoing training in rehabilitation nursing skills.

i) The Model shall have a Medical Director or Medical Consultant who coordinates and advises personnel on medical matters. The Medical Director or Consultant shall:

1) Have training and experience in dealing with the needs of persons with acquired brain injuries;

2) Be participating in an active clinical practice; and

3) Provide direction and consultation on a regular basis as dictated by the needs of the persons served.

j) The Model shall employ case managers to organize the provision of services to participants. Minimum qualifications shall include:

1) A bachelor's degree in a social service field; and

2) Three years of direct service to persons with disabilities, in either a medical or rehabilitation setting.

k) The Model shall employ life skills trainers to provide training, assistance and supervision to participants in the areas of living skills, therapeutic recreation and other forms of assistance in both residential and community settings. Minimum qualifications shall include:

1) A high school diploma, general education development (GED) diploma or, in lieu of high school diploma or GED diploma, proof of active enrollment at a college or university;

2) A valid government issued identification;

3) Certification in cardiopulmonary resuscitation (CPR) and first aid;

4) Completion of Office of Safety and Health Administration (OSHA) training;

5) Completion of vital signs and physical transfer training;

6) Ability to manage physical transfers of adults and to lift 50 lbs. for short distances and 3 ft. high;

7) Good written and verbal communications skills;

8) Ability to work independently;

9) Passage of a background check and physical examination in accordance with requirements of the Department of Children and Family Services prior to working with adolescent program participants; and

10) For staff who will be transporting participants, the licensee shall ensure that all persons who transport participants on behalf of the licensee hold a valid driver's license and have an insurable driving record.

l) Prior to employing any individual in a position that requires a State license, the Model shall contact the Illinois Department of Financial and 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.

m) The Model shall check the status of all applicants with the Health Care Worker Registry prior to hiring.

(Source: Amended at 42 Ill. Reg. 16740, effective August 30, 2018)