**Section 225.1030 Personnel Policies**

a) An Alzheimer's Disease Management Center Model shall develop and maintain written personnel policies that are followed in the operation of the facility.

b) Employee Records

1) Each employee shall complete an employment application form, which shall be kept on file in the facility and shall be available for review by Department personnel.

2) Individual personnel files for each employee shall contain the employee's date of employment, date of birth, home address, educational background, and experience, including: types of employment; where the employee was previously employed; type of position employed to fill in this facility; last day employed (if no longer in present facility); and reasons for leaving.

3) Individual personnel files for each employee shall contain health records, including the initial health evaluation, and documentation of the tuberculin skin test.

4) Individual personnel records for each employee shall contain records of evaluation of performance.

c) Prior to employing any individual in a position that requires a State license, the facility shall contact the Illinois Department of Professional Regulation to verify that the individual's license is authorized and in good standing. A copy of the license shall be placed in the individual's personnel file.

d) All personnel shall have either training or experience, or both, in the job assigned to them.

e) All new employees shall complete an orientation program covering, at a minimum, the following: general facility and resident orientation; job orientation, emphasizing allowable duties of the new employee; resident safety, including fire and disaster and emergency care; and understanding and communicating with the type of residents being cared for in the facility. In addition, all new direct care staff shall complete an orientation program covering the facility's policies and procedures for resident care services before being assigned to provide direct care to residents. This orientation program shall include material regarding the prevention and treatment of decubitus ulcers, which shall be devised and taught by a wound care specialist, and the importance of nutrition in general health care.

f) Employees shall only be assigned duties that are directly related to their job functions, as identified in their job descriptions. Exceptions may be made in emergencies.

g) Nothing in this Section shall prohibit the use of a universal worker, if all other requirements are met.

h) Personnel policies shall include a plan to provide personnel coverage for regular staff when one or more are absent.

i) The Model shall have a current, dated weekly employee time schedule posted in a convenient place where employees may refer to it. This schedule shall contain the employee's name, job title, shift assignment, hours of work, and days off. The schedule shall be kept on file in the facility for one year after the week for which the schedule was used.