**Section 225.2010 Staff Training**

a) *All staff shall have necessary training to care for all stages of Alzheimer's Disease.* (Section 35(5) of the Act) Programmed courses shall be provided.

b) All employees shall attend in-service training programs pertaining to their assigned duties at least annually. These in-service training programs shall include material regarding the facility's policies, skill training, and ongoing education carried out to enable all personnel to perform their duties effectively. The in-service training sessions regarding personal care, nursing and restorative services shall include material concerning prevention and treatment of decubitus ulcers. In-service training concerning dietary services shall include material concerning effects of diet in treatment of various diseases or medical conditions and the importance of laboratory test results in determining therapeutic diets. Written records of program content for each session and of personnel attending each session shall be kept. In-service training shall be held at three-month intervals.

c) In-service training may include demonstration, one-on-one training, small group exercises, or lectures. All training shall be documented with:

1) date,

2) starting and ending time,

3) instructors,

4) short description of content, and

5) staff member's written signature.