**Section 255.200 Orientation and Training**

a) *All health care facilities shall have established an orientation process that provides initial job training and information and assesses the direct care nursing staff's ability to fulfill specified responsibilities.* (Section 20(a) of the Act) Documentation of training and orientation processes and ongoing assessments of the direct care nursing staff's ability to fulfill specified responsibilities shall be maintained by health care facilities for five years.

1. Personnel who have not completed the established orientation course for a position may not work in the position without direct supervision by a registered professional nurse.
2. *Staff training information* *will be available upon request, without any information identifying a patient, employee, or licensed professional at the hospital,* for personnel who work in inpatient direct care areas for each of the following employee classifications: direct-care nursing staff, transport and housekeeping services, dietary personnel, and licensed allied health professionals*.* (Section 20(c) of the Act)

1) The information shall provide the following by employee classification: the requisite education, training, licensure and/or certifications necessary to secure employment; coursework, competencies, training and/or certifications required to successfully complete the established orientation process; and continuing education or training required to maintain employment, listed by topic, that applies to patient care, safety or infection control.

2) This information shall be made available to the public for inspection upon request at a central location on hospital grounds or at specific patient care units as deemed appropriate by the hospital. The information shall be available Monday through Friday from 9:00 a.m. to 5:00 p.m.