**Section 295.3020 Employee Orientation and Ongoing Training**

a) Each new employee shall complete orientation within 10 days after the starting date of employment that includes:

1) The establishment's philosophy and goals;

2) Promotion of resident dignity, independence, self-determination, privacy, choice, and resident rights;

3) Confidentiality of resident records and resident information;

4) Hygiene and infection control;

5) Abuse and neglect prevention and reporting requirements; and

6) Disaster procedures.

b) Each employee shall also complete orientation within 30 days after the starting date of employment that includes:

1) Orientation to the characteristics and needs of the establishment's residents;

2) The significance and location of resident service plans;

3) Internal establishment requirements and the establishment's policies and procedures;

4) The employee's job responsibilities and limitations;

5) CPR and emergency procedures for medical events, if applicable; and

6) Training in assistance with activities of daily living appropriate to the job.

c) Each manager and direct care staff member shall complete a minimum of 8 hours of ongoing training, applicable to the employee's responsibilities, every 12 months after the starting date of employment. The training shall include:

1) Promoting resident dignity, independence, self-determination, privacy, choice, and resident rights;

2) Disaster procedures;

3) Hygiene and infection control;

4) Assisting residents in self-administering medications;

5) Abuse and neglect prevention and reporting requirements; and

6) Assisting residents with activities of daily living.

d) All training shall be documented with:

1) Date;

2) Starting and ending time;

3) Instructors and their qualifications;

4) Short description of content; and

5) Staff member's written signature.

e) An employee who has not demonstrated to the establishment that he or she is competent to perform a particular task may perform that task only under the direct supervision of an employee who has demonstrated competence in performing the task.