

## AMDC STAFF TRAINING REVIEW

CENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

**PLEASE NOTE:** This form requires documentation/records that minimally will be reviewed during the survey process. The surveyor may request additional documentation/records as needed to complete the survey process in accordance with 10.12.04.07 B. Records and Reports.(1) A licensee shall maintain records and make reports as required by the Department.(2) The records and reports shall be open to inspection by the Department or any agency designated by the Department.(3) On request, a licensee shall immediately provide copies of records and reports, policies and procedures, including medical records of current participants, participants discharged within the last 6 months, personnel records of current staff, and those records and reports relating to quality assurance activities to the Department or any agency designated by the Department.(4) All other records and reports may be stored off-site, but shall be available to the Department within 24 hours of request.

**STAFF NAME:** \_\_\_\_\_

**HIRE DATE:** \_\_\_\_\_

**ORIENTATION:**

Documentation of a minimum of 2 hours of training on cognitive impairment and mental illness:

Date: \_\_\_\_\_

Attendance Records: ☐ YES ☐ NO

Training Content Provided: ☐ YES ☐ NO

**ANNUAL:**

Documentation of a minimum of eight in-service training sessions annually, which shall include, but is not limited to:

1. Prevention and control of infections: Date: \_\_\_\_\_

Attendance Records: ☐ YES ☐ NO

Training Content Provided: ☐ YES ☐ NO

2. Fire prevention programs and participant-related safety procedures in emergency situations or conditions:

Date: \_\_\_\_\_

Attendance Records: ☐ YES ☐ NO

Training Content Provided: ☐ YES ☐ NO

3. Accident prevention:

Date: \_\_\_\_\_

Attendance Records: ☐ YES ☐ NO

Training Content Provided: ☐ YES ☐ NO

4. Training on care of individuals that is appropriate to the population served by the center, such as (i) Alzheimer's disease; (ii) Mental illness; (iii) Developmental disabilities; and (iv) Cognitive impairment:

Date: \_\_\_\_\_

Attendance Records: ☐ YES ☐ NO

Training Content Provided: ☐ YES ☐ NO

5. Recognition of, and duty to report, abuse, exploitation, neglect, and self-neglect:

Date: \_\_\_\_\_

Attendance Records: ☐ YES ☐ NO

Training Content Provided: ☐ YES ☐ NO

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CENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

### ANNUAL (cont.):

6. Safe food handling and service: Date: \_\_\_\_\_  
Attendance Records: ☐ YES ☐ NO  
Training Content Provided: ☐ YES ☐ NO

7. \_\_\_\_\_: Date: \_\_\_\_\_  
Attendance Records: ☐ YES ☐ NO  
Training Content Provided: ☐ YES ☐ NO

8. \_\_\_\_\_: Date: \_\_\_\_\_  
Attendance Records: ☐ YES ☐ NO  
Training Content Provided: ☐ YES ☐ NO

### 10.12.04.14

D. Position Description. There shall be a written position description for each job that specifies: (1) The qualifications for the job; (2) A delineation of the tasks; and (3) The supervisor of the employee. E. Staff Training. (1) When job duties involve the provision of individual care services, employees shall receive a minimum of 2 hours of training on cognitive impairment and mental illness within the first 90 days of employment, including the following as appropriate: (a) Overview of normal aging and conditions causing cognitive impairment; (i) Risk factors for cognitive impairment; (ii) Health conditions that affect cognitive impairment; and (iii) Early identification of and intervention for cognitive impairment; (b) Overview of normal aging and conditions causing mental illness; (i) Risk factors for mental illness; (ii) Health conditions that affect mental illness; (iii) Early identification of and intervention for mental illness; and (iv) Procedures for reporting cognitive, behavioral, and mood changes; (c) Effective communication including: (i) The effect of cognitive impairment on expressive and receptive communication; (ii) The effect of mental illness on expressive and receptive communication; (iii) Effective verbal, nonverbal, tone and volume of voice, and word choice techniques; and (iv) Environmental stimuli and influences on communication; and (d) Behavioral intervention, including: (i) Identifying and interpreting behavioral symptoms; (ii) Problem solving for appropriate intervention; (iii) Risk factors and safety precautions to protect the individual and other participants; and (iv) De-escalation techniques.

3) The center shall maintain records that demonstrate proof of employee attendance and training content of orientation and in-service programs. (4) The center shall provide a minimum of eight in-service training sessions annually, which shall include, but is not limited to: (a) Prevention and control of infections; (b) Fire prevention programs and participant-related safety procedures in emergency situations or conditions; (c) Accident prevention; (d) Training on care of individuals that is appropriate to the population served by the center, such as: (i) Alzheimer's disease; (ii) Mental illness; (iii) Developmental disabilities; and (iv) Cognitive impairment; (e) Recognition of, and duty to report, abuse, exploitation, neglect, and self-neglect; and (f) Safe food handling and service.