

Training Content	COMAR	Surveyors will Assess for Trainer Competency, including:	Frequency of Training (3)	Required Documentation (1&2)	Required for What Target Audience?
Fire & Life Safety	10.07.14.15 10.07.14.19 10.07.14.47	(1) ALM w/ 2 yrs experience; (2) Person w/ 2 yrs experience in a fire, life safety related field; or	Initial Annually	Course documentation	All staff ALM
Infection Control	10.07.14.15 10.07.14.19	(1) ALM w/ 2 yrs experience; or (2) Person w/ 2 yrs experience in a infection control related field; or	Initial Annually	Course documentation	All Staff ALM
Basic Food Safety	10.07.14.15 10.07.14.19	(1) ALM w/ 2 yrs experience; or (2) Person w/ 2 yrs experience in a related field	Initial Annually	Course documentation	All Staff ALM
Emergency Disaster Plans	10.07.14.15 10.07.14.19 10.07.14.47	(1) ALM w/ 2 yrs experience; or (2) Person w/ 2 yrs experience in a related field	Initial Annually	Course documentation	All Staff ALM
Alzheimer's SCU 2 hrs each: - communication - behavioral interventions - meaningful activities plus the 6 hrs initially and the 2 hrs annually in .19	10.07.14.32	(1) Person w/ 2 yrs experience in a healthcare related field with specialized training in communication & interventions for persons with dementia; or (2) Licensed healthcare professional	Initial, prior to providing care independently	Course documentation	Staff in A-SCU ALM
Cognitive Impairment Mental Illness Behavioral Health	10.07.14.19 H (1) and (2)(a-g)	(1) Person w/ 2 yrs experience in a health care related field with specialized training in cognitive impairment, mental illness or behavior health; or (2) Licensed health care professional	* 6-hrs initially, within 120 days of hire, then 2 hours annually ** 2-hrs initially, within 120 days of hire, then 1 hr annually	Course documentation	* Direct care staff ** Non-direct care staff
Health - Psychosocial, Resident Assessment, Service Plans, Resident Rights	10.07.14.19 (7) (a) (b) (c) (d)	(1) ALM w/ 2 yrs experience; (2) Person w/ 2 yrs experience in a related field; or	Initial	Course documentation	Staff that have documented proof of experience in these categories are exempt. Examples are CNA, GNA,

Training Content	COMAR	Who Must Train on the Content?	Frequency of Training (3)	Required Documentation (1&2)	Required for What Target Audience?
Certified Medication Technician (4&5)	10.07.14.31 A&B 10.39.04 10.27.11.02B (12)	(1) The course must be taught by an RN approved by MBON to teach the CMT course.	Initial; then recertification course every 2 years by birth month, in order to stay active	Listed on the MBON website	Staff who give medications Any ALM who gives medications must be a CMT or RN/LPN
Basic First Aid	10.07.14.15A (2)(j) 10.07.14.19B (6)	(1) Instructor certified by a national organization	Prior to expiration, but at least every two years	Non-expired card or print out of certification	All Staff (RNs and LPNs exempt) ALM
Basic CPR	10.07.14.15A (2) (j) 10.07.14.19D	(1) CPR Instructor certified by a national organization & class includes a hand-on component	Prior to expiration, but at least every two years	Non-expired card or print out of certification	Sufficient Staff to ensure coverage on all shifts ALM
80-hour ALM Course	10.07.14.16 10.07.14.17	OHCQ Approved Vendor	Once	Completion certificate from Vendor	All ALMs regardless of facility size NH Administrators are exempt; ALMs exempt if employed as an ALM in the State for 1 year before January 1, 2006
20-hour ALM Continuing Ed	10.07.14.16 C.	Continuing Education must be Department-approved	Every two years	Completion certificate(s)	NH Administrators are exempt
Footnotes					
1 - Course documentation - Per .19 F, OHCQ will look for date of class; course content; documentation of successful completion of the training content; written, electronic or video proof of attendee participation; and signature, qualifications, and contact information of each trainer. Approved 80-hour vendors are not required for initial and annual staff training, but may be an option if desired by the ALP.					
2 - Per COMAR 10.07.14.11B - Documentation of staff training requested by a surveyor must be provided immediately to a surveyor while they are onsite					
3- Initial training on fire & life safety, infection control, food safety, emergency disaster plan, basic first aid, and basic CPR must be completed w/ onboarding and the 120 calendar days grace period does not apply.					
4 - A Certified Medical Assistant (CMA) must complete the CMT course before administering medication in an assisted living setting.					
5 - A CMT, whose certification has expired past the 30-day grace period, needs to retake the 20-hour CMT course					