

# Personnel Policy



## **FACILITY ADMINISTRATIVE RECORDS FOR PERSONNEL STAFFING:**

The administrator of this facility will assure that all personnel and staffing records are maintained as described in Subsections 730.01 through 730.03 of IDAPA 16.03.22-Residential Care or Assisted Living Facilities in Idaho.

### **Personnel:**

A record for each employee of this facility will be maintained and available, including the following:

- A. Name, address, phone number, and date of hire;
- B. Job description that includes purpose, responsibilities, duties, and authority;
- C. Evidence that on or prior to hire, staff were notified in writing if this facility does not carry professional liability insurance. If this facility cancels their professional liability insurance, all staff will be notified of the change in writing;
- D. A copy of a current license for all nursing staff ;
- E. Signed evidence of training;
- F. Evidence of successful completion of CPR, first aid, and assistance with medication certification;
- G. Criminal history clearance as required by Section 56-1004A, Idaho Code, and IDAPA 16.05.05, "Criminal History and Background Checks in Long Term Care Setting";
- H. Documentation by the licensed professional nurse of delegation to unlicensed staff to assist residents with medications and other nursing tasks;
- I. A signed document authorizing the individual who will act as designee in the administrator's absence.

### **Work Records:**

- A. Personnel on duty for all shifts, at any given time;
- B. The first and last names of each employee and their position

### **Contract Records:**

- A. Copies of contracts with outside service providers a contract staff will be available.

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## **It shall be the policy of this facility to abide by the following personnel policies:**

Each employee will be expected to fill-out an application, which will include name, current address, telephone number, experience, and other questions.

Employee records will include the date of hire for employment, job description, professional liability insurance disclosure, current license, training, CPR, First aid, medication course, criminal history check, nurse delegation, and other materials.

All prospective employees giving hands on care must be at least 17 years of age or have completed a Certified Nursing Assistant course.

Employees 17 years of age will not be scheduled past 10 pm or before 7am to ensure minor is able to abide by state curfew laws.

After being hired, all employees will be properly oriented to the Policy manual, procedures, and the facility itself for at least 16 hours.

Employee will verify if they have first aid, CPR, medication class, training, and orientation.

Much of the information listed above will be obtained by the facility's policies and procedures manual, which each employee will be expected to read.

Employees will generally work a 40 hour week. Shift work and weekend work will be required. Working hours will be posted a week in advance.

Staff will be paid bi-weekly on the Friday following the end of the pay period. Overtime will be paid on overtime approved by the administrator or administrator designee at the rate of time- and-a half (1 1/2) for over 40 hours work week of Sunday midnight to Saturday midnight.

Employees must possess the physical, mental, and emotional stability to deal with people on a continuing basis.

Occasional lifting of over 50 pounds may be required.

All schedule changes or employee problems are to be brought to the attention of the administrator or administrator designee. The administrator or administrator designee may be reached at anytime.

Any employee illness or injury while on duty must be reported immediately to the administrator or designee.

Each employee will have an understanding of the grievance procedure, as well as the organizational structure clearly outlining lines of authority within the facility.

It is the responsibility of all personnel to provide the administrator with a copy of his/her own current license or certificates.

Each employee will be provided with a job description, which includes lines of authority, responsibility, and duties of personnel while on duty.

Employees are expected to be knowledgeable about the work they are doing and to treat residents with courtesy and respect at all times.

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## **JOB DESCRIPTIONS**

### **QUALIFICATIONS:**

All employees that provide direct hands on assistance must be at least 17 years old or have taken the Certified Nursing Assistance Course. Education requirements include not less than one-year experience or the equivalency of working as a caregiver for the elderly. Employees must be certified in First Aid, CPR and Medication Assistance if working alone on the floor. They will be required to submit to a criminal history background check.

All employees must be in good physical condition with no communicable disease, open skin lesions, or any other health problems; which would interfere with the individual's job performance. This job may require the employee to lift weights in excess of 50 pounds on occasion, which is a qualification for this position.

### **ORIENTATION:**

This position requires 16 hours job related orientation from the employee handbook, job descriptions, policies and procedures, about the facility and about the residents. On-going orientation to job responsibilities will continue.

Your attendance will be required at monthly training sessions or more in order to maintain skills and knowledge of the facility and the policies and procedures. Failure to attend these orientation refresher courses and monthly in-services can be considered grounds for dismissal.

### **AUTHORITY:**

The Administrator supervises all positions. Employee health problems, questions regarding work or other problems, or grievances concerning work will be directed to their respective Administrator.

One person will always be designated and in charge of the facility at all times in the absence of the administrator in the facility. After adequate orientation and experience, a resident assistant will be delegated authority by the administrator to be in charge of the facility and all the residents. In such cases, the resident assistant on duty is expected to use their best judgment to protect and provide adequate care and services to all residents as well as, safeguard the facility in the interest of the owner and administrator. A telephone and cell phone number where the administrator can be reached will always be posted in the facility in their absence, and every effort should be made to contact them in an emergency. If the resident assistant on duty is unable to contact the administrator, they are to refer to the policies and procedures manual, which outlines steps to take in case of an emergency.

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## **DUTIES for the position are as follows:**

1. All employees are expected to report to work on time or give the administrator adequate notice if they are unable to work, i.e. four hours, where possible.
2. You will be required to assist residents with activities of daily living including, but not limited to, grooming, care of clothing, selection of clothing, cleanliness of clothing, shaving, bathing, oral hygiene, shampooing of hair, eating and sleeping, and planning daily activities.
3. You will be required to do housekeeping that includes resident's rooms. (see policy manual).
4. You may be required to assist residents who have been incontinent of both bowel and bladder including making sure they are clean and placing them in fresh clothes.
5. You may be required to cook meals for up to 16 residents and to follow a menu that is posted in the kitchen.
6. You will be required to assist residents in taking their medications.
7. You may be required to do dishes and clean up the dining area after meals.
8. You may be required to answer the telephone or to answer questions by family members or the public concerning the assisted living facility or the residents living there.
9. You may be required to assist residents in setting up appointments with doctors, dentists, or other services that are available in the community.
10. You will be required to keep records, chart medications, or keep records of residents' activities.

The foregoing list is NOT intended to include ALL the duties that you may be assigned, and you will be expected to do other duties as assigned by the administrator. All employees will be given a copy of the employee grievance procedure. If there are any problems with your duties or responsibilities, or with the residents, please discuss it with the administrator and let them have an opportunity to try and solve the problem.

THANK YOU, and WELCOME as an employee to our assisted living facility.

NAME: \_\_\_\_\_

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

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## **GRIEVANCE PROCEDURE**

It is the policy of this facility to abide by the following grievance procedures.

All employees are encouraged to voice grievances, either regarding work or employment or regarding patient care, or to recommend changes without fear of interference, coercion, discrimination, or reprisal.

Each employee functions under the direct guidance and supervision of an administrator.

If you are unable to work out an equitable solution with your administrator, your complaints for suggestion for change should be prepared in writing and presented to the owners. They will schedule a meeting with you to discuss your complaint or suggestion. After discussing the complaint, a decision will be made “hopefully” that will resolve the complaint or suggestion.

It is essential that employees and management communicate in an open and unthreatened environment. Bringing problems to our attention early will relieve tension and stress on employees and give management an opportunity to negotiate an equitable and satisfactory decision to all parties involved.

COME SEE US; OUR DOOR IS ALWAYS OPEN