



## Ohio Administrative Code

### Rule 3701-83-08 General personnel and staffing requirements.

Effective: July 1, 2016

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(A) Each HCF shall utilize personnel that have appropriate training and qualifications for the services that they provide. Any staff member who functions in a professional capacity shall meet the standards applicable to that profession, including but not limited to possessing a current Ohio license, registration, or certification, if required by law, and working within his or her scope of practice. Copies of current Ohio licenses, registrations and certifications shall be kept in the employee's personnel files or the provider of the HCF shall have an established system of records necessary for the director to ascertain that all individuals employed at the HCF who function in a professional capacity meet the standards applicable to that profession, including, but not limited to, possessing a current Ohio license, registration, or other certification if required by law.

(B) Each HCF shall develop and follow a tuberculosis control plan that is based on the provider's assessment of the facility. The control and assessment shall be consistent with the centers for disease control and prevention (CDC) "Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health Care Settings, 2005," MMWR 2005, Volume 54, No. RR-17. The HCF shall retain documentation evidencing compliance with this paragraph and shall furnish such documentation to the director upon request.

(C) Each HCF shall not knowingly permit a staff member to provide services if the staff member:

(1) Has a communicable disease capable of being transmitted during the performance of his or her duties; or

(2) Is under the influence of drugs or alcohol.

(D) Each HCF shall provide each staff member with a written job description delineating his or her responsibilities.

(E) Each HCF shall provide an ongoing training program for its staff. The program shall provide



both orientation and continuing training to all staff members. The orientation shall be appropriate to the tasks that each staff member will be expected to perform. Continuing training shall be designed to assure appropriate skill levels are maintained and that staff are informed of changes in techniques, philosophies, goals, and similar matters. The continuing training may include attending and participating in professional meetings and seminars.

(F) All staff shall have appropriate orientation and training regarding the facility's equipment, safety guidelines, practices, and policies.

(G) Each HCF shall evaluate the performance of each staff member at least every twelve months.

(H) Each HCF shall retain staffing schedules, time-worked schedules, on-call schedules, and payroll records for at least two years.