

HFS 83 DRAFT RULE ORDER CHANGES

KEY:

C = Change
 CL = Clarification
 E = Eliminated
 LP = Less Prescriptive
 LV = Less Verbage
 MP = More Prescriptive
 N = New

PART 3 - WALA Note 9/20/04 – The following is the intro chart and the proposed Sept 14 04 language for **HFS 83.14 Orientation, Training, Competency Testing and Exemptions** sections. Pagination will be different than other BQA versions as we combined two documents for ease of review.

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	A	B	C	D	E
1		83.14(1)(b)	Orientation	N	Requires orientation in the prevention and reporting of abuse, neglect and misappropriation
2		83.14(1)(e)	Orientation	N	Requires orientation to resident needs
3	83.14(7)(a)	83.14(1)	Orientation	MP	Before performing job duties
4	83.14(1)		Minimum initial training	LP	Eliminated requirement for 45 hours of training
5		83.14(2)(a)2	Annual training update in Standard Precautions	N	
6		83.14(2)(g)	Alzheimer's and dementia care training	N	
7	83.14(3)(b)		Training when supervised by an RN or RPh	E	
8	83.14(4) & (5)		Training sources	E	Eliminates department approved training requirement
9		83.14(3)(a)(b)(c)	Competency testing for staff	N	Requires competency testing in required training areas
10		83.14(4)(a)1	Exemption for currently trained staff (grandfathered)	N	Recognizes currently trained staff and exempts them from competency testing
11		83.14(4)(a)2	Exemptions for credentialed staff	N	Exempts from training and competency testing
12		83.14(4)(b)	Exemptions from standard precautions training	N	Exempts paramedics and EMTs
13	83.14(6)(c)	83.14(4)(b)3	Comparable training in standard precautions	MP	Training to have taken place within the last year
14		83.14(4)(c)	Exemptions from fire safety, first aide and choking training	N	Exempts paramedics, EMTs, and firefighters
15	83.14(6)	83.14(4)(d)	Exemptions from client related training	N	Adds exemption for a qualified administrator and student nurses
16	83,14(6)	83.14(4)(e)	Exemptions from assessment and ISP training	N, E	Added exemption for student nurse and eliminated exemption for a home health aide and nurse assistant
17	83.14(6)	83.14(4)(g)	Exemptions from medication training	N	Added exemption for student nurses
18		83.14(4)(h)	Exemptions from Alzheimer's and dementia care training	N	
19		83.14(5)(a)	Content of training	N	
20		83,14(5)(b)	Evidence of training and competency testing	N	
21	83.14(6)(b)		Exemptions for night-time resident care staff	E, MP	
22	83.14(6)(g)		Deduction of exempted hours	E, LV	

PART 3 - WALA Note 9/20/04 – The following is the intro chart and the proposed Sept 14 04 language for **HFS 83.14 Orientation, Training, Competency Testing and Exemptions** sections. Pagination will be different than other BQA versions as we combined two documents for ease of review.

HFS 83.14 Orientation, Training, Competency Testing and Exemptions. (1) ORIENTATION. Each employee of a facility shall receive appropriate orientation before performing any job duties that include:

- (a) The employee's job responsibilities.
- (b) Prevention and reporting of abuse, neglect and misappropriation.
- (c) General administration, personnel policies and record keeping requirements.
- (d) Emergency plan and evacuation procedures under s. HFS 83.52(4).
- (e) Assessed needs and individual services for each resident for which the employee is responsible.

(2) TRAINING. (a) *Standard Precautions.* 1. The administrator and all employees who may be occupationally exposed to blood or any other potentially infectious material shall successfully complete training in standard precautions to prevent the transmission of blood-borne infections and infections from any other potentially infectious material. This training shall occur prior to the employee assuming any responsibilities that may occupationally expose him or her to blood or other potentially infectious material.

2. The facility shall provide an annual training update in the prevention of blood-borne infections to all staff who may come in contact with the blood of a resident.

(b) *Fire safety, first aid and choking.* The administrator and all employees who work on the facility premises shall successfully complete training in fire safety, first aid and procedures to alleviate choking within 90 days after starting employment.

(c) *Client related training.* The administrator and all resident care staff shall successfully complete client related training in all of the following:

- 1. Resident rights.
- 2. Preventing, recognizing, appropriately responding to and managing challenging behaviors.
- 3. Client group specific training. This training is specific to the client groups served by the facility including the characteristics of the client group served by the facility. These characteristics may include the group members' physical, social and mental health needs, specific medications, treatments and program services needed by the residents, needs of persons with a dual diagnosis, and maintaining or increasing social participation, self direction, self care and vocational abilities. Employees working in a facility serving more than one client group shall receive training for each client group the facility serves.

(d) *Assessment of residents and individualized service plan_development.* The administrator and all staff involved in assessment and individualized service plan development shall successfully complete training in assessment of residents and individualized service plan development. The training shall include recognizing and responding appropriately to a change in condition.

(e) Training in determining dietary needs, menu planning, food preparation and sanitation. The administrator and all employees responsible for assisting with or supervising meals, determining dietary needs, menu planning, or food preparation shall have training in determining dietary needs, menu planning, food preparation and sanitation and shall complete training within 6 months after starting employment.

(f) Training in management and administration of medications. The administrator and any non-medically licensed staff members who will manage or administer medications shall have training in management and administration of medications. Before the administrator or staff member provides any help to residents with prescribed or over-the-counter medications, they shall complete training and successfully pass an approved competency test as specified in sub. (3).

(g) Alzheimer's and dementia care training. For facilities serving any resident with Alzheimer's or dementia, all employees shall complete a minimum of 6 hours dementia specific training within 90 days of employment. Additionally, all employees shall complete 3 hours of dementia specific training annually thereafter. These 3 hours may be counted towards the continuing requirements of sub. (6). Dementia specific training topics may include, but are not limited to: Overview of the disease process, communication skills, behavioral management, including wandering behaviors, activities, safety risks, environmental considerations, and nutritional requirements.

(3) COMPETENCY TESTING. (a) *Testing.* Employees shall complete all required training and take an approved competency test within 6 months after starting employment.

(b) *Source of testing.* A source approved by the department shall administer the competency test.

(c) *Supervision.* Until an employee has completed all required training and competency testing, they shall be directly supervised by the administrator or an employee who is exempt from or has passed an approved competency test.

(4) EXEMPTIONS FROM TRAINING AND COMPETENCY TESTING. (a) *General Exemptions.* 1. Employees who have successfully completed department-approved training prior to the effective date of this rule shall be exempt from training and competency testing in the areas in which they successfully completed department-approved training.

2. A licensed physician, physician extender, licensed pharmacist, registered nurse or licensed practical nurse are exempt from all training and competency in this section.

(b) *Exemptions from standard precautions.* The following are exempt from training and competency testing in standard precautions:

1. Paramedics

2. Emergency medical technicians (EMTs)

3. Employees who can provide documentation that they have had training acceptable to the department in the practice of standard precautions within the previous year are exempt from

(c) *Exemptions from fire safety, first aid and choking.* The following are exempt from training and competency testing in fire safety, first aid and choking:

1. Paramedics

2. Emergency medical technicians

(d) *Exemptions from client related training.* The following are exempt from training and competency testing in client related training:

1. Licensed nursing home administrator.

2. A qualified facility administrator under 83.11(3).

3. AODA certified counselor under s. HFS 75.

4. Alcohol counselor I registered with the WI alcohol and drug counselor certification board.

5. Home health aid or nurse assistant listed on the registry under s. HFS 29.

6. Person with a degree in social work, psychology or a similar human services field.

7. Anyone who has at least 2 years of experience working with the client group served by the facility.

8. Student nurse who has successfully completed related courses.

(e) *Exemptions from assessment and individual service plan development.* The following are exempt from assessment and individual service plan development:

1. Licensed nursing home administrator.

2. AODA certified counselor under s. HFS 75.

3. Alcohol counselor I registered with the WI alcohol and drug counselor certification board.

4. Person with a degree in social work, psychology or a similar human services field.
5. Anyone who has at least 2 years of experience working with the client group served by the facility.
6. Student nurse who has successfully completed related courses.

(f) *Exemptions from training in determining dietary needs, menu planning, food preparation and sanitation.* The following are exempt from training in determining dietary needs, menu planning, food preparation and sanitation:

1. Dietician.
2. A staff person whose only responsibility is delivering meals.

(g) *Exemptions from medication management and administration.* The following are exempt from training in medication management and administration:

1. Medication aide who has completed training under s. HFS 132.
2. Student nurses currently enrolled in a nursing program who have successfully completed a medication administration course.

(h) *Exemptions from Alzheimer's and Dementia Care.* The following are exempt from training in Alzheimer's and dementia care training:

1. .AODA certified counselor under s. HFS 75.
2. Alcohol counselor I registered with the WI alcohol and drug counselor certification board.
3. Person with a degree in social work, psychology or a similar human services field.
4. Anyone who has at least 2 years of experience working with the client group served by the facility.

(5) TRAINING SOURCES AND RECORDS. (a) *Training program.* Required training programs shall include, at least, the instructional content contained in the department's training program manual.

Note: To request a copy of the department's training program manual, contact your regional representative. See appendix A.

(b) *Evidence of training.* The facility shall maintain documentation of training, verification of the successful completion of competency testing or exemption verification in the employee personnel record. The documentation shall include the name of the agency providing the training, the title of the training course, the name of the student, and the date of the training.

(6) CONTINUING EDUCATION. The administrator and resident care employees of the facility shall receive at least 12 hours per calendar year of continuing education beginning with the second full calendar year of employment. Continuing education shall be relevant to their job responsibilities.

(7) DOCUMENTATION. The licensee, administrator or designee shall document employee orientation, training, competency and continuing education in the employee's personnel file.