

HFS 83.14 Training and Competency Testing. (1) INITIAL TRAINING. 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.

(2) MINIMUM TRAINING. The administrator, resident care staff and other staff as specified in this section shall receive the following initial training unless exempt under sub. (6) from some or all of the training. Minimum training shall cover:

(a) *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. Recognizing and responding to 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.

(b) *Need assessment of prospective residents and individualized service plan development.* The administrator and all resident care staff, unless specified under sub. (6), shall successfully complete training in need assessment of prospective residents and individualized service plan development.

(c) *Universal, Standard and Transmission-based precautions.* The administrator and all employees who may be occupationally exposed to blood or any other potentially infectious material shall successfully complete training in the universal, standard and transmission-based 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.

Note: OSHA standards require an employer to 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.

(3) 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. All new employees shall complete training within 6 months after starting employment.

(4) TRAINING IN MANAGEMENT AND ADMINISTRATION OF MEDICATIONS. The administrator and any non-medically licensed staff member 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 successfully pass an approved minimum competency test.

(5) **COMPETENCY TESTING.** (a) *Completion.* Employees required to complete training under 83.14 (1)-(3) shall complete training in the required time frame and pass a minimum competency test within 6 months after beginning employment.

2. Employees required to complete training in management and administration of medications under 83.14 (4) shall complete training in the required time frame and successfully pass an approved minimum competency test before the employee provides any help to residents with prescribed or over-the-counter medications.

(b) *Source of testing.* The competency test shall be administered by a source approved by the department.

(c) *Supervision.* 1. Employees who have taken, but not successfully passed an approved competency test in the areas specified under 83.14 (1)-(3), shall receive direct supervision by the administrator or an employee who has passed an approved competency test.

2. Employees must successfully pass an approved competency test for medication training under 83.14 (4) before they can help residents with prescribed or over-the-counter medications.

(6) **EXEMPTIONS FROM TRAINING AND COMPETENCY TESTING.** (a) *All training.* 1. Employees who successfully completed department approved training prior to the effective date of this rule shall be exempt from training under 83.14 (1) through (4), but shall pass an approved competency test within 6 months of the effective date of this rule.

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

(b) *Initial training.* Paramedics and emergency medical technicians are exempt from the training under sub. (1) and competency testing in first aid and procedures to alleviate choking.

(c) *Minimum training.* 1. The following employees are exempt from the training under sub. (2)(a) 1. and 2. in resident rights, recognizing and responding to challenging behaviors, and sub. (2)(b) in assessing needs of prospective residents and developing individualized service plan, but shall pass an approved minimum competency test for these training areas within 6 months of the effective date of this rule or beginning employment:

a. The administrator and resident care staff who have at least 2 years documented experience in their current or similar positions working with the client groups served by the facility.

b. An alcohol and drug counselor certified under s. HFS 61.06(14).

c. An alcohol counselor I registered with the Wisconsin alcohol and drug counselor certification board.

d. A nurse aide listed on the directory under s. HFS 129.

e. A person with a degree from an institution of higher education with a major in social work, psychology or a similar human service field.

(c) *Dietary training.* The following staff are exempt from dietary training under sub. (3) and competency testing in determining residents' dietary needs, menu planning, food preparation:

1. An administrator whose facility has a dietitian on staff or under contract who has direct or supervisory responsibility for determining dietary needs, menu planning, food preparation and sanitation.

2. A dietitian.

(d) *Medication management and administration training.* The following employees are exempt from the training required under sub. (4) and competency testing in the management and administration of medications;

a. A medication aide who has completed training in a drug administration course approved by the department under s. HFS 132.60(5)(d)1.

b. A pharmacist whose responsibility in the facility is limited to supervision of the medication program under s. HFS 83.34(1)(c) or review of the medication regimen of residents under s. HFS 83.34(2)(c).

(e) *Employees providing transportation.* An employee who has sole responsibility for transporting residents is exempt from the training and competency testing under this section except for the following:

1. Residents rights under sub. (2)(a) 1.

2. Recognizing and responding to challenging behaviors under sub. (2)(a) 2.

3. Universal, Standard and transmission based precautions under sub. (2)(c).

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

(b) *Certificates.* 1. CBRF training instructors shall provide certificates of completion to students. A certificate of completion shall include the name of the agency offering the approved training, the title of the training course, the name of the student, the name and title of the instructor, the date of completion of the training program, and the number of training hours received. The training agency shall retain a copy of the student's certificate.

2. The facility shall retain copies of training certificates and verification of the successful completion of competency testing in the employee personnel record. Certificates shall be made available to the department's representatives upon request.

(8) INSTRUCTOR QUALIFICATIONS. (a) *Social service instructors*. A CBRF training program shall be provided by a qualified instructor. An instructor providing training in resident rights and grievance procedures, recognizing and responding to challenging behaviors, client group specific training, needs assessment and individualized service plans shall have one of the following:

1. Licensure as a registered nurse;
2. Certification as a social worker;
3. One year experience as a CBRF Administrator working with the client group addressed in the training program or,
4. Two years post-high school education in a human service, health care, or educational field and prior completion of the training required under 83.14 (2).

(b) *Infection Control instructors*. Instructors providing training in Standard, Transmission-based and Universal Precautions shall have:

1. Licensure as a registered nurse or;
2. One year direct resident care experience in a health care setting and prior completion of the required CBRF infection control training.

(c) *Medication management instructors*. Instructors providing training in medication management and administration of medications shall have:

1. Licensure as a registered nurse or;
2. Licensure as a registered pharmacist.

(d) *Dietary instructors*. Instructors providing training in dietary needs, menu planning, food preparation and sanitation shall have:

1. Licensure as a registered dietician;
2. Licensure as a registered nurse;
3. One year post-high school training in food service management and prior completion of the required CBRF dietary training; or
4. One year experience in dietary management, menu planning, food preparation and sanitation and prior completion of the required CBRF dietary training.

(9) ORIENTATION AND CONTINUING EDUCATION. (a) *Orientation*. Except in emergencies, each employe of a facility shall receive appropriate orientation before performing any job duties that includes:

1. The employe's job responsibilities.
2. General administration, personnel policies and recordkeeping requirements.
3. Emergency plan and evacuation procedures under s. HFS 83.42(3).
4. Assessed needs and individual services for each resident the employe is responsible.

(b) *Continuing education.* The administrator and resident care employe 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.

(10) DOCUMENTATION. All training, orientation and continuing education shall be documented by the licensee, administrator or designee in the employe's personnel file and signed by the employe at the time it is received.