

481—71.12(135G) Personnel.

71.12(1) Staffing requirements. Availability of personnel must be sufficient to meet psychiatric and medical treatment needs of the residents served.

71.12(2) Staffing shall include at minimum:

- a. Twenty-four-hour-per-day, seven-day-per-week availability of on-call psychiatrist or advanced registered nurse practitioner with at least one year of experience in psychiatric care;
- b. Twenty-four-hour-per-day, seven-day-per-week availability of on-call registered nurse with at least two years of experience in psychiatric care or a registered nurse with a bachelor of science in nursing (BSN) and at least one year of experience in psychiatric care;
- c. A mental health professional as defined in Iowa Code section 228.1(7);
- d. Direct care staff with at least one year of experience in a mental health care setting; and
- e. Social service staff at the bachelor level with at least one year of experience in a mental health care setting.

71.12(3) Personnel policies and procedures shall include the following requirements:

- a. Written job descriptions for all employees or agreements for all consultants, which include duties and responsibilities, education, experience, or other requirements, and supervisory relationships.
- b. Annual performance evaluations of all employees and consultants which are dated and signed by the employee or consultant and the supervisor.
- c. Personnel records which are current, accurate, complete, and confidential to the extent allowed by law.
 - (1) The record shall contain documentation of how the employee's or consultant's education and experience are relevant to the position for which the employee or consultant was hired.
 - (2) The record shall contain documentation of criminal history, child abuse and dependent adult abuse record checks, which shall be conducted prior to employment.
- d. Roles, responsibilities, and limitations of student interns and volunteers.
- e. An orientation program for all newly hired employees and consultants that includes an introduction to the facility's personnel policies and procedures and a discussion of the facility's safety plan.
- f. Equal opportunity and affirmative action employment practices.
- g. Procedures to be used when disciplining an employee.
- h. Appropriate dress and personal hygiene for staff.
- i. An overview of recovery principles, person-centered planning and residents' rights.

71.12(4) The facility shall require regular health examinations for all personnel. Employees shall have a health examination within 12 months prior to beginning employment and regular examinations thereafter at least every four years. The examination shall include, at a minimum, the health status of the employee, including screening and testing for tuberculosis as described in 481—Chapter 59.

- a. No person shall be allowed to provide services in a facility if the person has a disease:
 - (1) Which is transmissible through required workplace contact;
 - (2) Which presents a significant risk of infecting others;
 - (3) Which presents a substantial possibility of harming others; and
 - (4) For which no reasonable accommodation can eliminate the risk.
- b. There shall be written policies for emergency medical care for employees in case of sudden illness or accident. These policies shall include the administrative individuals to be contacted.
- c. Health certificates for all employees shall be available for review by the department.

71.12(5) Personnel record.

- a. A personnel record shall be kept for each employee.
- b. The record shall include the employee's:
 - (1) Name and address,
 - (2) Social security number,
 - (3) Date of birth,
 - (4) Date of employment,
 - (5) References,

- (6) Position in the facility,
- (7) Job description,
- (8) Documentation of experience and education,
- (9) Criminal history, child abuse and dependent adult abuse background checks,
- (10) Staff training records,
- (11) Annual performance evaluation,
- (12) Documentation of disciplinary action,
- (13) Date and reason for discharge or resignation,
- (14) Current physical examination.

71.12(6) Orders for medications and treatments shall be correctly implemented by qualified personnel.

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