

**481—63.8(135C) Personnel.**

**63.8(1) *Alcohol and drug use prohibited.*** No person under the influence of intoxicating drugs or alcoholic beverages shall be permitted to provide services in a residential care facility. (I, II)

**63.8(2) *Job description.*** There shall be a written job description developed for each category of worker. The job description shall include the job title, responsibilities and qualifications. (III)

**63.8(3) *Employee criminal record, child abuse and dependent adult abuse checks and employment of individuals who have committed a crime or have a founded abuse.*** The facility shall comply with the requirements found in Iowa Code section 135C.33 and rule 481—50.9(135C) related to completion of criminal record checks, child abuse checks, and dependent adult abuse checks and to employment of individuals who have committed a crime or have a founded abuse. (I, II, III)

**63.8(4) *Personnel record.*** A personnel record shall be kept for each employee and shall include but not be limited to the following information about the employee: name and address; social security number; date of birth; date of employment; position; job description; experience and education; results of criminal record checks, child abuse checks and dependent adult abuse checks; and date of discharge or resignation. (III)

**63.8(5) *Supervision and staffing.***

*a.* The facility shall provide sufficient staff to meet the needs of the residents served. (I, II, III)

*b.* Personnel in a specialized residential care facility shall provide 24-hour coverage for residential care services. Personnel shall be available and responsive to residents' needs at all times while on duty. (I, II, III)

*c.* Direct care staff shall be present in the facility unless all residents are involved in activities away from the facility. (I, II, III)

*d.* Staff shall be aware of and provide supervision levels based on the present needs of the residents in the staff's care. The facility shall document the supervision of residents who require more than general supervision, as defined by facility policy. (I, II, III)

*e.* The facility shall maintain an accurate record of actual hours worked by employees. (III)

**63.8(6) *Physical examination and screening.*** Employees shall have a physical examination within 12 months prior to beginning employment and every four years thereafter. Screening and testing for tuberculosis shall be conducted pursuant to 481—Chapter 59. (I, II, III)

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