

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(6);
- d. Direct care staff with at least three years 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. 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.
- 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 prior to 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) Staff development plan,
- (10) Annual performance evaluation,
- (11) Documentation of disciplinary action,
- (12) Date and reason for discharge or resignation,
- (13) Current physical examination.

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