**Section 270.2200 Personnel**

a) The licensee shall provide adequate, properly trained and supervised staff to meet each patient's comprehensive care plan. Services shall be provided by a coordinated interdisciplinary team.

b) The licensee shall define, through job descriptions, minimum education and experience requirements for all staff, consultants and contract staff providing services to the subacute care hospital model.

c) The licensee shall provide routine, pertinent training to all staff. This training may include return demonstration, one-on-one training, small group exercises or lecture. All training shall be documented with:

1) Date;

2) Starting and ending time;

3) Instructors;

4) Short description of content; and

5) Participants' written and printed signatures.

d) Prior to employing any individual in a position that requires a State license, the licensee shall contact the Illinois Department of Professional Regulation to verify that the individual's license is active. A copy of the license shall be placed in the individual's personnel file.

e) The licensee shall check the status of all applicants with the Nurse Aide Registry prior to hiring.

(Source: Amended at 26 Ill. Reg. 11978, effective July 31, 2002)