**Section 295.3000 Personnel Requirements, Qualifications and Training**

a) *The establishment shall have staff sufficient in number with qualifications, adequate skills, education and experience to meet the 24 hour scheduled and unscheduled needs of residents and who participate in ongoing training to serve the resident population.* (Section 35(a)(3) of the Act)

b) The establishment shall have on duty at all times at least one direct care staff person who has obtained cardiopulmonary resuscitation (CPR) training specific to adults, which includes a demonstration of the individual's ability to perform CPR, and who has current certification in CPR.

c) At the starting date of employment, each direct care staff member shall be 16 years of age or older.

d) Job descriptions shall define the minimum education and experience requirements for staff.

e) A file shall be maintained for each employee containing the following:

1) The employee's name, date of birth, home address, Social Security number and telephone number;

2) Documentation of:

A) Freedom from pulmonary tuberculosis;

B) Employee orientation; and

C) Ongoing training;

3) An employee's starting date of employment and ending date, if applicable.

f) In addition to the information required in subsection (e) of this Section, the file for each direct care employee shall contain documentation of:

1) Current certification in CPR, if applicable;

2) Initial health evaluation;

3) Compliance with the Health Care Worker Background Check Act; and

4) Documentation that the employer has checked the status of the employee with the Nurse Aide Registry.

g) All records required by this Section shall be maintained throughout the individual's employment or service and for at least 12 months after the individual's last date of employment or service, unless required for a longer period of time by State or federal law.

h) The establishment shall have sufficient personnel to provide the following for its current resident population:

1) All mandatory services;

2) Services established in each resident's service plan;

3) Service to meet the needs of each resident, including 24 hour scheduled and unscheduled needs, general supervision, and the ability to intervene in a crisis;

4) Food services (if provided by the establishment);

5) Environmental services;

6) Evacuation of residents during emergencies; and

7) Any optional services to be provided by the establishment as stated in the service plan.

i) The personnel schedule shall:

1) Indicate the date, scheduled work hours, and name and position of each employee assigned;

2) Reflect actual work hours; and

3) Be maintained and made available upon request for at least 12 months after the last date on the schedule.

j) If an establishment accepts individuals with impairments that prevent them from independently moving to an area of safety, sufficient staff must be present and awake to enable these residents to move to a safe area 24 hours per day.

k) Shared housing establishments shall have at least one staff member on site at all times, except in situations, such as taking a resident to the emergency room or planned or unplanned trips to the grocery store, that would require the staff person to be away from the facility for a brief period of time. In such situations, arrangements shall be made to monitor the safety of the residents in accordance with the service delivery plan.

l) Assisted living establishments shall have at least one staff member awake, on duty and on site 24 hours per day.

m) The establishment shall check the status of all applicants with the Nurse Aide Registry prior to hiring. The establishment is prohibited from hiring any individual who has a finding of abuse, neglect, or misappropriation of property on the Nurse Aide Registry.

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

(Source: Amended at 28 Ill. Reg. 14593, effective October 21, 2004)