**Section 385.1950 Employee and Volunteer Policies and Procedures**

a) The facility shall develop job descriptions for each position including specifying minimum qualifications. Employees and volunteers shall meet or exceed the minimum qualifications for the position for which they are employed.

b) All employees shall receive orientation including general information relating to facility goals, client safety, disaster preparedness, fire safety, universal precautions and infection control, and job tasks.

c) Employees and volunteers shall be provided training to assure staff can effectively perform their jobs and be familiar with the requirements of the AIDS Confidentiality Act [210 ILCS 115] and its regulations (77 Ill. Adm. Code 697).

d) At least annual evaluations of employee work performance shall be made by the management of the facility.

e) Each facility must have policies and procedures related to volunteer services. Direct care volunteers shall receive the same general orientation as employees; and orientation to their specific work assignment.

f) Each facility shall have an employee handbook that defines employee rights and responsibilities, client rights, confidentiality requirements and appropriate client/employee interaction.

g) Each employee or direct care volunteer shall have an initial health evaluation. The initial health evaluation shall be conducted no more than 30 days prior to or 30 days after the employee or direct care volunteer begins work. The initial health evaluation shall include tuberculin testing in accordance with the Control of Tuberculosis Code (77 Ill. Adm. Code 696). Testing shall be completed no more than 90 days prior to or 10 days after the first day of work. The facility shall maintain records of the initial health evaluation and the tuberculosis screening. Individuals who are significant reactors shall have documentation in their records of follow-up and consideration for therapy.

h) The facility shall identify a responsible person to be available on the premises 24 hours a day to respond to emergency needs of the clients. This person may be an employee, volunteer, or client. The facility shall ensure that clients are informed of the identity of the responsible person.

i) Prior to employing any individual in a position that requires a State license, the facility 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.

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

(Source: Amended at 26 Ill. Reg. 11990, effective July 31, 2002)