

Checklist #19

Functional Area: Staffing

Yes = In Compliance
 No = Further Action

Objective: Ensure facilities have sufficient staff working in the facility to meet the needs of the residents.

Specific Criteria	Yes	No
<p>Policy and Procedure: IDAPA 16.03.22.162</p> <p>1. Do you have policies and procedures to address staffing patterns based on numbers of residents, resident needs, and the configuration of the facility? {IDAPA 16.03.22.162}</p>		
<p>Requirements: IDAPA 16.03.22.600</p> <p>2. If your facility has 15 beds or less: a. Do you have at least one or more qualified and trained staff immediately available in the facility during resident sleeping hours? b. Are your staff up and awake at night, if any resident has been assessed as having night needs or is incapable of calling for help? {IDAPA 16.03.22.600.01}</p>		
<p>3. If your facility has 16 beds or more, do you have qualified and trained staff up and awake and immediately available, in the facility during resident sleeping hours? {IDAPA 16.03.22.600.02}</p>		
<p>4. If you have detached buildings or separate units: a. Do you have at least one staff present and available in each building or unit when residents are in the building or unit? b. Do you comply with the requirements for staff on-duty according to the previous rules as above (Subsections 600.01 and 600.02)? {IDAPA 16.03.22.600.03}</p>		
<p>5. If you have a mental health bed contract with the Department do you have at least one staff up and awake at night? {IDAPA 16.03.22.600.04}</p>		
<p>6. Do you provide supervision for all personnel including contract personnel? {IDAPA 16.03.22.600.05}</p>		
<p>7. Do caregivers who have not completed the orientation training requirements work under the supervision of a staff that has completed the orientation training? {IDAPA 16.03.22.600.05}</p>		

Specific Criteria	Yes	No
<p>8. Do you schedule sufficient personnel to:</p> <ul style="list-style-type: none"> a. Provide care during all hours? b. Meet the requirements in each resident's Negotiated Service Agreement? c. Assure residents' health, safety, comfort, and supervision? d. Ensure the interior and exterior of the facility is maintained in a safe and clean manner? e. Provide for at least one direct care staff with certification in first aid and CPR in the facility at all times? f. Assure facilities with multiple buildings have at least one direct care staff with certification in first aid and CPR in each building or unit at all times? {IDAPA 16.03.22.600.06} 		
Record Keeping or Documentation: IDAPA 16.03.22.730		
<p>1. Do you maintain a record for each staff member that includes the following:</p> <ul style="list-style-type: none"> a. Name, address, phone number, and date of hire? b. Job description that includes purpose, responsibilities, duties, and authority? c. Evidence that staff were notified in writing that the facility does not carry professional liability insurance? d. A copy of a current license for all nursing staff, and verification from the Board of Nursing that the license is in good standing? Identification of any restrictions to the license? e. Signed evidence of training? f. Copies of the CPR, first aid, and assistance-with-medication certification? g. Criminal history clearance as required by Section 56-1004A, Idaho Code, and IDAPA 16.05.05, "Criminal History and Background Checks in Long Term Care Settings"? h. Documentation by the licensed professional nurse of delegation to unlicensed staff to assist residents with medications and other nursing tasks? i. A signed document listing the position and title of any person authorized to act on behalf of the administrator in his absence? {IDAPA16.03.22.730.01} 		
<p>2. Do you maintain work records in writing for the previous 3 years which list the following:</p> <ul style="list-style-type: none"> a. Personnel on duty at any given time? b. The first and last names of each employee and their position? {IDAPA16.03.22.730.02} 		
<p>9. Do you have copies of contracts with outside service providers and contract staff in you records? {IDAPA16.03.22.730.03}</p>		

The check lists can be used as a quality improvement tool and are offered as a helpful guide. They do not take the place of the rule requirements. It is highly recommended that the check lists be used in conjunction with the rules themselves.