**Required Training and In-services for Nursing Homes**

The required training and in-services for nursing home employees are grouped into several categories: General requirements, abuse prevention and reporting requirements, safety requirements, infection control and prevention requirements, and specialized requirements for identified employees.

Unless indicated otherwise, these requirements apply to all newly hired employees. If there is a **requirement** that the employee must receive the training annually, it is mentioned. For most requirements, annual training is a recommendation, but LeadingAge Minnesota encourages members to provide such training annually if possible.

**General Requirements**

1. **Orientation and initial training.** All personnel must be instructed in the requirements of the law and the rules pertaining to their respective duties and the instruction must be documented. All personnel must be informed of the policies of the nursing home, and procedure manuals must be readily available to guide them in the performance of their duties. (Minnesota Rules, 4658.0100)
2. **In-service training.** The in-service education must be sufficient to ensure the continuing competence of employees, must address areas identified by the quality assessment and assurance committee, and must address the special needs of residents as determined by the nursing home staff. (M.R. 4658.0010)
3. **HIPAA.** HIPAA requires you to train all members of your workforce (employees, volunteers, trainees, and contractors serving on your workforce) on your policies and procedures to protect the privacy and security of your protected health information and breach notification. The training is required for all new members of your workforce and then for those whose functions are affected by material changes in your policies or procedures. (45 CFR §160.530)

**Abuse Prevention and Reporting Requirements**

1. **Federal certification requirements.** Certified facilities must train employees on practices to prohibit abuse; how to identify abuse, neglect, and misappropriation of resident property; and the facility’s policies on how to report internally. (42 CFR §483.13(c))
2. **Vulnerable Adults Act.** Licensed facilities must train staff on the definitions of maltreatment, abuse, neglect, and the reporting responsibilities for mandated reporters. The reporting responsibilities include reporting to the common entry point and/or an internal report within the facility. (Minnesota Statues, 626.5572 and 626.557)
3. **Elder Justice Act**. Certified facilities must provide annual training to employees on their obligation to report a reasonable suspicion of a crime to local law enforcement and the state survey agency within two hours in cases of serious harm and within 24 hours in all other cases. (Social Security Act Title XI, section 1150B)

**Safety Requirements**

1. **OSHA: Bloodborne pathogens.** Training information about bloodborne pathogens and preventive measures and equipment must be provided to employees likely to experience occupational exposure. (29 §CFR 1910.1030)
2. **OSHA: Hazardous substance and harmful physical agents.** The state law, usually referred to as the Employee’s Right to Know law, requires that training and information (e.g., Material Safety Data Sheets) regarding these substances must be provided to any employee who might be routinely exposed to them. Annual training to update the information about the substances is required. (M.S. 182.653)
3. **OSHA:** **AWAIR program**. The facility is also required to provide employees with information on the operation of the AWAIR (A Workplace Accident and Injury Reduction) program. Annual training is required. (M.S. 182.653) (M.R. 5206.0700)
4. **Safe Patient Handling Act.** The facility must provide initial and ongoing training on the use of safe patient handling equipment like lifts to nursing staff and other direct care staff. (M.S. 182.6553)
5. **Safety program.** A nursing home must develop and implement an organized safety program in accordance with a written safety plan. The written plan must be included in the orientation and in-service training programs of all employees and volunteers to ensure safety of residents at all times. (M.R. 4658.0065)
6. **Disaster (emergency) Plan.** A nursing homemust have a written disaster plan specific to the nursing home with procedures for the protection and evacuation of all persons in the case of fire or explosion or in the event of floods, tornadoes, or other emergencies. The plan must include information and procedures about the location of alarm signals and fire extinguishers, frequency of drills, assignments of specific tasks and responsibilities of the personnel on each shift, persons and local emergency departments to be notified, precautions and safety measures during tornado alerts, procedures for evacuation of all persons during fire or floods, planned evacuation routes from the various floor areas to safe areas within the building, or from the building when necessary, and arrangements for temporary emergency housing in the community in the event of total evacuation. The plan must be included in the orientation and in-service training programs of all employees and volunteers. (M.R. 4658.0065)(42 CFR §483.75(m)(2))

**Infection Control and Prevention Requirements**

1. **Infection control.** The facility must provide training on the infection control and prevention policies and practices. The facility must also have a tuberculosis screening, counseling, and prevention program for all employees. (42 CFR §483.65) (M.R. 4658.0800 and 4658.0815)

**Specialized Requirements for Certain Employee Groups**

1. **Alzheimer's and related dementias.** If a nursing facility serves persons with Alzheimer's disease or related disorders, whether in a segregated or general unit, the facility's direct care staff and their supervisors must be trained in dementia care. The four required areas of training are: (1) An explanation of Alzheimer's disease and related disorders, (2) assistance with activities of daily living, (3) problem-solving with challenging behaviors, and (4) communication skills. (M.S. 144.6503)
2. **Nurse aide in-services.** Federal statute and regulations require that each nurse aide receive 12 hours in in-service training or education annually. An unspecified portion of this training must be based on performance evaluations of the nurse aides. You should also take into account special needs of your resident population. (42CFR §483.75(e)(8))
3. **Rehab nursing.** A nursing home must provide an in-service training program in rehabilitation for all nursing personnel to promote ambulation; aid in activities of daily living; assist in activities, self-help, the maintenance of range of motion, and proper chair and bed positioning; and in the prevention or reduction of incontinence. (M.R. 4658.0100)