

No copies are to be left at facility

**HOMES FOR THE AGED**  
**ONSITE FACILITY INSPECTION – EMPLOYEES/EMPLOYEE RECORDS**

**Facility:** \_\_\_\_\_ **Fac #:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_

<b>R325.1931</b>	<b>Employees; general provisions.</b>
	(1) Personal care and services that are provided to a resident by the home shall be designed to encourage residents to function physically and intellectually with independence at the highest practical level.
	(2) A home shall treat a resident with dignity and his or her personal needs, including protection and safety, shall be attended to consistent with the resident's service plan.
	(3) The home shall designate 1 person on each shift to be supervisor of resident care during that shift. The supervisor of resident care shall be fully dressed, awake, and on the premises when on duty.
	(4) The supervisor of resident care on each shift shall do all of the following:
	(a) Assure that residents are treated with kindness and respect.
	(b) Protect residents from accidents and injuries.
	(c) Be responsible for safety of residents in case of emergency.
	(5) The home shall have adequate and sufficient staff on duty at all times who are awake, fully dressed, and capable of providing for resident needs consistent with the resident service plans.
	(6) The home shall establish and implement a staff training program based on the home's program statement, the residents service plans, and the needs of employees, such as any of the following:
	(a) Reporting requirements and documentation.
	(b) First aid and/or medication, if any.
	(c) Personal care.
	(d) Resident rights and responsibilities.
	(e) Safety and fire prevention.
	(f) Containment of infectious disease and standard precautions.
	(g) Medication administration, if applicable.
	(7) The home's administrator or its designees are responsible for evaluating employee competencies.
<b>R325.1923</b>	<b>Employee's health.</b>
	(1) A person on duty in the home shall be in good health. Files shall be maintained containing evidence of adequate health, such as results of examinations by a qualified health care professional and tuberculosis screening which consists of an intradermal skin test or chest x-rays, or other methods recommended by the local health authority. Records of accidents or illnesses occurring while on duty that place others at risk shall be maintained in the employee's file.
	(2) A home shall provide annual tuberculosis screening at no cost for its employees. New employees shall be screened within 10 days of hire and before occupational exposure. The screening shall consist of intradermal skin test, chest x-ray, or other methods as recommended by the local health authority.

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	(3) Employees with past documented positive tuberculosis skin test results or who have received treatment for tuberculosis are exempt from the tuberculosis skin test, but shall be screened annually for active symptoms of tuberculosis and the need for evaluation by a qualified health care professional to determine if symptoms of tuberculosis have developed.
	(4) Tuberculosis skin tests, as well as post-exposure follow-up and treatment evaluations, shall be offered at no cost to the employees at times and locations convenient to the employees. A qualified health care professional shall perform the reading and interpretation of the tuberculosis skin test.
<b>R325.1981</b>	<b>Disaster plans.</b>
	(3) Personnel shall be trained to perform assigned tasks <u>in accordance with the disaster plan.</u>
<b>R325.1944</b>	<b>Employee records and work schedules.</b>
	(1) A home shall maintain a record for each employee which shall include all of the following:
	(a) Name, address, telephone number, and social security number.
	(b) License or registration number, if applicable.
	(c) Date of birth.
	(d) Summary of experience, education, and training.
	(e) Beginning date of employment and position for which employed.
	(f) References, if <u>provided.</u>
	(g) Results of annual tuberculosis screening as required by R325.1923(2). <b>TB SKIN TEST</b>
	(h) Date employment ceases and reason or reasons for leaving, if known.
	(i) Criminal background information, consistent with MCL 333.20173.