

WAC 388-112A-1100 What are the requirements for an assisted living facility, enhanced services facility, or adult family home to conduct orientation, safety, basic, on-the-job, continuing education, or specialty training?

(1) An assisted living facility, enhanced services facility, or adult family home provider may conduct orientation, safety, basic, on-the-job, continuing education, and specialty trainings if the provider:

(a) Verifies, documents using the department's attestation process, keeps on file, and makes available to the department upon request that all instructors meet the minimum instructor qualifications in WAC 388-112A-1230 through 388-112A-1295 for the course they plan to teach;

(b) Teaches using a complete DSHS developed or approved curriculum;

(c) Notifies DSHS in writing of the provider's intent to conduct staff training prior to providing the provider's first training and when changing training plans, including:

(i) The provider's name;

(ii) Name of training(s) the provider will conduct;

(iii) Name of approved curriculum the provider will use;

(iv) Name of lead instructor and instructor's past employment in assisted living facility or adult family homes; and

(v) Whether the provider will train only the provider's staff or also other providers and if the provider will train staff outside the home or corporation, the instructor must become a DSHS contracted community instructor;

(d) Ensures that DSHS competency tests are administered as required under this chapter and referenced in department instructor guides and instructor policies distributed at the time of course approval;

(e) Provides a certificate or transcript of completion of training to all staff that successfully complete the entire course;

(f) Keeps electronic or paper copies of long-term care worker certificates on file for six years and gives the original certificate to the student;

(g) Reports training data to DSHS when requested by the department;

(2) The department may conduct a random audit at any time to review training and instructor qualifications.

[Statutory Authority: RCW 74.39A.009, 74.39A.070, 74.39A.074, 74.39A.351, 74.39A.341, 18.20.270, 18.88B.021, 18.88B.035, 70.128.230, 71A.12.030. WSR 17-22-036, § 388-112A-1100, filed 10/24/17, effective 11/24/17.]