

WAC 388-78A-2450 Staff. (1) Each assisted living facility must provide sufficient, trained staff persons to:

- (a) Furnish the services and care needed by each resident consistent with his or her negotiated service agreement;
- (b) Maintain the assisted living facility free of safety hazards;

and

- (c) Implement fire and disaster plans.

(2) The assisted living facility must:

- (a) Develop and maintain written job descriptions for the administrator and each staff position and provide each staff person with a copy of his or her job description before or upon the start of employment;
- (b) Verify staff persons' work references prior to hiring;
- (c) Verify prior to hiring that staff persons have the required licenses, certification, registrations, or other credentials for the position, and that such licenses, certifications, registrations, and credentials are current and in good standing;
- (d) Document and retain for twelve weeks, weekly staffing schedules, as planned and worked;
- (e) Ensure all resident care and services are provided only by staff persons who have the training, credentials, experience and other qualifications necessary to provide the care and services;
- (f) Ensure at least one caregiver, who is eighteen years of age or older and has current cardiopulmonary resuscitation and first-aid cards, is present and available to assist residents at all times:
 - (i) When one or more residents are present on the assisted living facility premises; and
 - (ii) During assisted living facility activities off of the assisted living facility premises.
- (g) Ensure caregiver provides on-site supervision of any resident voluntarily providing services for the assisted living facility;
- (h) Provide staff orientation and appropriate training for expected duties, including:
 - (i) Organization of the assisted living facility;
 - (ii) Physical assisted living facility layout;
 - (iii) Specific duties and responsibilities;
 - (iv) How to report resident abuse and neglect consistent with chapter 74.34 RCW and assisted living facility policies and procedures;
 - (v) Policies, procedures, and equipment necessary to perform duties;
 - (vi) Needs and service preferences identified in the negotiated service agreements of residents with whom the staff persons will be working; and
 - (vii) Resident rights, including without limitation, those specified in chapter 70.129 RCW.
 - (i) Develop and implement a process to ensure caregivers:
 - (i) Acquire the necessary information from the preadmission assessment, on-going assessment and negotiated service agreement relevant to providing services to each resident with whom the caregiver works;
 - (ii) Are informed of changes in the negotiated service agreement of each resident with whom the caregiver works; and
 - (iii) Are given an opportunity to provide information to responsible staff regarding the resident when assessments and negotiated service agreements are updated for each resident with whom the caregiver works.

(j) Ensure all caregivers have access to resident records relevant to effectively providing care and services to the resident.

(3) The assisted living facility must:

(a) Protect all residents by ensuring any staff person suspected or accused of abuse, neglect, financial exploitation, or abandonment does not have access to any resident until the assisted living facility investigates and takes action to ensure resident safety;

(b) Not interfere with the investigation of a complaint, coerce a resident or staff person regarding cooperating with a complaint investigation, or conceal or destroy evidence of alleged improprieties occurring within the assisted living facility;

(c) Prohibit staff persons from being directly employed by a resident or a resident's family during the hours the staff person is working for the assisted living facility;

(d) Maintain the following documentation on the assisted living facility premises, during employment, and at least two years following termination of employment:

(i) Staff orientation and training or certification pertinent to duties, including, but not limited to:

(A) Training required by chapter 388-112A WAC;

(B) Home care aide certification as required by this chapter and chapter 246-980 WAC;

(C) Cardiopulmonary resuscitation;

(D) First aid; and

(E) HIV/AIDS training.

(ii) Disclosure statements and background checks as required in WAC 388-78A-2461 through 388-78A-2471; and

(iii) Documentation of contacting work references and professional licensing and certification boards as required by subsection (2) of this section.

(4) The assisted living facility is not required to keep on the assisted living facility premises, staff records that are unrelated to staff performance of duties. Such records include, but are not limited to, pay records, and health and insurance benefits for staff.

[Statutory Authority: Chapter 18.20 RCW. WSR 18-20-018, § 388-78A-2450, filed 9/21/18, effective 10/22/18; WSR 13-13-063, § 388-78A-2450, filed 6/18/13, effective 7/19/13. Statutory Authority: Chapters 18.20 and 74.39A RCW. WSR 10-16-085, § 388-78A-2450, filed 7/30/10, effective 1/1/11. Statutory Authority: RCW 18.20.090 (2004 c 142 § 19) and chapter 18.20 RCW. WSR 04-16-065, § 388-78A-2450, filed 7/30/04, effective 9/1/04.]