  
Staff Training Requirements

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| Certified Staff (CNA, CMA) | Non-Certified Staff |
| Obtain copy of staff member's certification certificate. | Program has 30 days to ensure that the non- certified worker has been trained and is  competent in any tasks assigned. |
| Obtain copy of any testing or competency records if available. | Program must provide training in ADL's and IADL's.  It would be recommended that the program have a written training curriculum. |
| Program has 30 days to ensure that the certified worker is competent in any tasks to be assigned.  It is recommended that you document competency on a skills check list that is signed by the program nurse. | Competency in the skills required should be documented on skills checklists for each employee record. Since these workers have had no prior training in the provision of health care, it is recommended that they not work providing care until training has been completed and competency has been evaluated. |
| If the certified worker has not had training in the  provisions of IADL's it should be provided and competency documented. | Competency records should be maintained for each worker in the provision of ADL's and IADL's. |
| Nurse delegation documentation should be  completed on any tasks that are normally performed by a licensed nurse but are being assigned to the non-licensed staff member. | Nurse delegation documentation should be  completed on any tasks that are normally performed by a licensed nurse but are being assigned to the non-licensed staff member. |
| Staff member must have instruction about all tenant service plan tasks and have demonstrated competency in those tasks and any subsequently assigned service plan tasks. The program should have a system in place to demonstrate this instruction, understanding and competency. | Staff member must have instruction about all tenant service plan tasks and have demonstrated competency in those tasks and any subsequently assigned service plan tasks. The program should have a system in place to demonstrate this instruction, understanding and competency. |
| Periodically or at least annually the program  nurse should ensure that the worker remains competent in all tasks assigned or delegated and provide documentation in employee's training file. | Periodically or at least annually the program nurse should ensure that the worker remains competent in all tasks assigned or delegated and provide documentation in employee's training file. |
| In the event of a newly hired program nurse, that nurse has 60 days to assure the training and competency status of all **current** employees. Any **newly hired** staff member would have to have competency documented in the first 30 days. | In the event of a newly hired program nurse, that nurse has 60 days to assure the training and competency status of all current employees. Any newly hired staff member would have to be trained and have competency documented in  ADL's and IADL's in the first 30 days. |

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