

4659.0190 TRAINING REQUIREMENTS.

Subpart 1. **Training policy.** A facility must establish, implement, and keep current policies and procedures for staff orientation, training, and competency evaluation, and a process for evaluating staff performance as required under Minnesota Statutes, section 144G.41, subdivision 2, that meets:

A. the orientation, training, and competency requirements under this part and Minnesota Statutes, sections 144G.42 and 144G.60 to 144G.64; and

B. for a facility with an assisted living facility with dementia care license, the additional staff training requirements under Minnesota Statutes, sections 144G.80, 144G.82, and 144G.83.

Subp. 2. **Additional orientation.** In addition to the staff orientation requirements identified in subpart 1, the facility's training policy must include orientation training on:

A. the staff person's job description upon hire and whenever there is a change to the job description that changes the nature of the job or how the job is to be performed;

B. the facility's organization chart and the roles of staff within the facility, and the services offered by the facility as identified in the uniform checklist disclosure of services; and

C. the identification of incidents of maltreatment as defined under Minnesota Statutes, section 626.5572, subdivision 15, including abuse, financial exploitation, and neglect, and an explanation that any act that constitutes maltreatment is prohibited.

Subp. 3. **Additional training requirements for assisted living facilities with dementia care licenses.**

A. In addition to the other training requirements identified in subpart 1, direct care dementia-trained staff under Minnesota Statutes, section 144G.83, subdivision 1, and other staff having direct contact with residents of a facility that has an assisted living facility with dementia care license must receive training on the following topics:

(1) understanding cognitive impairment, and behavioral and psychological symptoms of dementia; and

(2) standards of dementia care, including nonpharmacological dementia care practices that are person-centered and evidence-informed.

B. A facility with an assisted living facility with dementia care license is responsible for ensuring and maintaining documentation that individuals providing or overseeing staff training relating to dementia and dementia care have the work experience and training required under Minnesota Statutes, section 144G.83, subdivision 3, and have successfully passed a skills competency or knowledge test required by the commissioner before the individual provides or oversees staff training. The commissioner must publish and update as needed a list of acceptable skills competency or knowledge tests on the department's website that are based on current best practice standards in the field of dementia care and meet requirements of Minnesota Statutes, section 144G.83, subdivision 3, clause (2).

Subp. 4. **Staff competency; retraining.** The facility's training policy must identify the requirements for retraining staff when the facility determines that a staff person is not demonstrating competency when performing assigned tasks. If retraining does not result in competency, the facility must identify the additional steps it will follow to ensure the staff person achieves competency, the time frame for completing the additional steps, and the actions the facility will take to protect resident rights until competency is achieved.

Subp. 5. **Portability of staff training.**

A. Unlicensed personnel providing assisted living services who transfer from one licensed assisted living facility to another or who are newly hired by a licensed assisted living facility may satisfy the training requirements under Minnesota Statutes, section 144G.61, subdivision 2, by providing written proof of previously completed training within the past 18 months.

B. The facility must complete an evaluation of the competency of the unlicensed personnel in the areas where the previously completed training is being accepted by the facility before the staff person may provide assisted living services to residents. Competency evaluations must be conducted by a competency evaluator under subpart 6 and Minnesota Statutes, section 144G.61, subdivision 1, and maintained under Minnesota Statutes, section 144G.42, subdivision 8.

Subp. 6. **Training records and documentation.**

A. The facility must maintain a record of staff training and competency required under this part and Minnesota Statutes, chapter 144G, that documents the following information for each competency evaluation, training, retraining, and orientation topic:

- (1) facility name, location, and license number;
- (2) name of the training topic or training program, and the training methodology, such as classroom style, web-based training, video, or one-to-one training;
- (3) date of the training and competency evaluation, and the total amount of time of the training and competency evaluation;
- (4) name and title of the instructor and the instructor's signature, and the name and title of the competency evaluator, if different from the instructor, and the evaluator's signature with a statement attesting that the employee successfully completed the training and competency evaluation; and
- (5) name and title of the staff person completing the training, and the staff person's signature with a statement attesting that the staff person successfully completed the training as described in the training documentation.

B. Documentation of the completed competency evaluation, training, retraining, or orientation must be provided to the employee at the time the evaluation or training is completed.

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