

5123:2-3-08

**Staff training.****(A) Purpose**

The purpose of this rule is to ensure the achievement of positive outcomes of individuals by establishing minimum and continuing education/training requirements for staff of a residential facility. Residential staff will be trained to understand the outcomes that are important to each individual being served as outlined in each individual's IP, will have the skills necessary to implement the IP responsibilities which relate to the residential facility, and will demonstrate those skills in the supports they provide to each individual.

**(B) Initial staff training and orientation**

(1) All habilitation and support staff, including those persons working through a temporary agency who work directly with individuals, who work in the residential facility, regardless of position or responsibility, shall receive training prior to assuming their duties. The training shall include, but is not limited to, the following:

(a) The rights of individuals in accordance with sections 5123.62 and 5123.65 of the Revised Code;

(b) The prevention, identification, and reporting of major unusual and unusual incidents in accordance with rule 5123:2-17-02 of the Administrative Code;

(c) An overview of the nature and needs of individuals with mental retardation/developmental disabilities; and

(d) The organization's philosophy, organizational structure, programs, services, and goals.

(2) All habilitation and support staff, including those persons working through a temporary agency, who do not work in the residential facility, regardless of position or responsibility, shall receive training within thirty days of employment in the areas outlined in paragraph (B)(1) of this rule.

(3) In addition to the requirements outlined in paragraph (B)(1) of this rule, all staff, including those persons working through a temporary agency, who work in the residential facility shall complete, within the first thirty days of employment, fire safety, evacuation, and emergency response training in accordance with rule 5123:2-3-11 of the Administrative Code.

**(4) Habilitation staff training and orientation**

In addition to the requirements outlined in paragraphs (B)(1) and (B)(3) of this rule, habilitation staff shall receive the following training prior to

assuming responsibility for the delivery of services to an individual:

(a) Training in the programs and techniques necessary to appropriately develop and implement the services of each individual for whom they are responsible as described in the individual's plan.

(b) Training that focuses on the skills and competencies needed by habilitation staff to meet the needs of the individual(s) for whom they are responsible.

(5) The licensee shall ensure that designated staff receive training in first aid and CPR to comply with the requirements established in rule 5123:2-3-07 ("Employment and Staffing") of the Administrative Code.

(6) The licensee shall ensure that professional staff, including those persons working through temporary agencies or under contract with the licensee, who work in the residential facility and provide services directly to individuals, provide those services in a competent manner in order to meet the health and safety needs of the individuals in the facility for whom they are responsible as described in the individual's plan.

(7) Supervisory staff orientation

In addition to the requirements outlined in paragraphs (B)(1) to (B)(4) of this rule, supervisory staff shall complete, within the first ninety days of employment as a supervisor, training that includes, but is not limited to, the rules, regulations, and laws pertaining to the operation of a residential facility as they relate to the supervisor's job responsibilities.

(C) Continuing training

Following the initial year of employment and during each subsequent year of employment, based on the employee's date of hire, each habilitation staff person shall be required to obtain eight hours of continuing education/training. Continuing education/training shall be designed to enhance the skills and competencies of staff relevant to their job responsibilities.

(1) The continuing education/training areas shall include annual training in the following:

(a) Identification and response to incidents adversely affecting an individual's health and safety; and

(b) Individual rights.

(2) Other topics may include, but are not limited to, the following:

- (a) CPR and/or first aid;
- (b) Behavior supports;
- (c) Medication administration and performance of health care tasks;
- (d) Occupational safety and health administration (OSHA) requirements;
- (e) Principles of self-determination;
- (f) Other areas that enhance the skills and competencies of the employee relevant to his/her job responsibilities.

(3) An employee shall be deemed to have met the requirements of paragraph (C) of this rule if such employee is scheduled for training and the training is completed within thirty days of the deadline.

(D) Continuing education/training activities

Continuing education/training activities may be structured or unstructured and may include, but are not limited to, the following:

- (1) Lectures, seminars, or formal course work;
- (2) Workshops and conferences;
- (3) Demonstrations and displays;
- (4) Visitations and observations of other facilities, services, and programs;
- (5) Distance learning and other electronic methods of learning;
- (6) Video and other audio-visual training; and
- (7) Staff meetings.

(E) Documentation

The licensee shall maintain a written record, which may include electronic records, of each staff person's initial and continuing education/training activities. This information shall be made available to the department upon request and may be maintained at the residential facility or other accessible location. Documentation shall include:

- (1) The name of the staff person receiving the training;
- (2) Dates of training;

(3) Length of training.

(4) The nature (topic) of the training.

(5) The instructor's name, if applicable; and

(6) Brief description of the content of the training.

(F) Carryover

(1) Any hours in excess of the amounts required in paragraph (C) of this rule cannot be carried over to any subsequent year.

(2) An employee of a licensee may transfer hours of continuing education/training from one licensee to another provided that the employee has proper documentation that the training was completed.

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Certification

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Date

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