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## **RCFE NEW EMPLOYEE TRAINING**

(Residential Care Facilities for the Elderly - RCFE - 60 years old and up)

Revised 12/2023

Required initial and annual training time for all RCFE general direct care staff who are not licensed or certified medical professionals. The In-Service Training Plan must include:

1. A description of the training for new and continuing staff
2. Training topics
3. Who will give the training
4. How training will be documented
5. Name of tool or form that will be used to document training
6. Copy of tool/form provided

### **Phase 1: 20 initial hours (must be completed before working independently with residents).**

- (6) hours - Recognizing signs and symptoms of dementia in individuals
- (4) hours - Postural supports, restricted health conditions, and hospice care
- (10) hours - Licensee's discretion of topic and # of hours

### **Phase 2: 20 remaining hours (must be completed within the 1st 4 weeks of employment)**

- (6) hours - Dementia Care
- (14) hours - Licensee's discretion of topic and # of hours

Training at Licensee's discretion of when given and time in the following training areas (Licensee's discretion when and # of hours - plan needs to specify each):

- (3) hours - Personal Care
- (2) hours - Physical limitations and the needs of the elderly
- (2) hours - Policies and procedures regarding medications
- Cultural competency and sensitivity in issues related to the underserved, aging, lesbian, gay, bisexual and transgender community
- Residents' rights
- Psychosocial needs of the elderly
- Emergency and Disaster Preparedness
- Elder Abuse
- Infection Control
- Antipsychotic and psychotropic medications



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(16) hours of hands-on training must be completed as part of 40 hours initial training, with timing of these hours at Licensee discretion, within the first 4 weeks of employment.

## **RCFE CONTINUING EDUCATION/ANNUAL TRAINING**

All direct care staff shall obtain at least ten (20) hours of annual training on the general, or core curriculum, with the total required hours to include (administered on the job, or in a classroom setting, or both, and may include online training):

(8) hours - Dementia care, including the use and misuse of antipsychotics, the interaction of drugs commonly used by the elderly, and the adverse effects of psychotropic drugs for use in controlling the behavior of persons with dementia. This training shall be developed in consultation with individuals or organizations with specific expertise in dementia care or by an outside source with expertise in dementia care.

(4) hours - Postural supports, restricted health conditions, and hospice care.

(16) remaining hours training at Licensee's discretion of when given and time in the following training areas (Licensee's discretion when and # of hours - plan needs to specify each):

Training shall include, but not be limited to, all of the following:

Physical limitations and the needs of the elderly

Importance and techniques for personal care services

Residents' Rights

Policies and procedures regarding medications

Psychosocial needs of the elderly

Building and fire safety and the appropriate response to emergencies

Special needs of persons with dementia, including non-pharmacologic, person-centered approaches to dementia care

Cultural competency and sensitivity in issues related to the underserved, aging, lesbian, gay, bisexual and transgender community

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## **MEDICATION TRAINING**

Direct Care Staff who are not licensed or certified medical professionals assisting residents with self-administration of medication (RCFE - licensed for 15 beds or less) must have the following training:

### **Initial Medication Training:**

(6) hours hands-on shadowing training, to be completed before assisting residents with self-administration of medication

(4) hours of other training or instruction (medications), to be completed within the first 2 weeks of employment

### **Annual Medication Training:**

(8) hours of in-service training on medication-related issues in each succeeding 12-month period.