**Employee Orientation and Ongoing Training**

295.3010 in the Illinois Administrative Code for Assisted Living and Shared Housing includes requirements for employee orientation and ongoing training. There are specific topics that must be included within a specified time frame that at a minimum includes:

Within 10 days of the start date of employment:

- The philosophy and goals
- Promotion of resident dignity, independence, self-determination, privacy, choice, and resident rights
- Confidentiality of records and resident information
- Hygiene and infection control
- Ause and neglect prevention and reporting requirements
- Disaster procedures

Within 30 days of the start date of employment:

- Orientation to the characteristics and needs of the residents
- Significance and location of the resident service plans
- Internal establishment requirements, policies and procedures
- Employee's job responsibilities and limitations
- CPR and emergency procedures for medical events
- Training in assistance with activities of daily living appropriate to the job

Annually (12-month rolling period from the date of hire) 8 hours of training for managers and direct care staff shall include:

- Promoting resident dignity, independence, self-determination, privacy, choice, and resident rights
- Disaster procedures
- Hygiene and infection control
- Assisting residents in self-administering medications
- Abuse and neglect prevention and reporting requirements
- Assisting residents with activities of daily living

Documentation of training shall include:

- The date
- Starting and end time
- Instructors and qualifications
- Short description of content
- Staff member's written signature

If an employee has not demonstrated competency in a particular task, they may only perform that task under direct supervision of an employee who has demonstrated competency.