

BRIGGS.

PERSONNEL
GUIDELINES

Long-Term Care

Stock No. 7497R

TABLE OF CONTENTS

INTRODUCTION & INSTRUCTIONS

<u>How to Use this Manual</u>	11
<u>How to Use the Reference Tab</u>	12

JOB DESCRIPTION POLICY

<u>Explanation of Job Description Policy</u>	13
--	----

OBRA COMPLIANCE

<u>Proficiency of Nurse Aides</u>	15
<u>Qualifications</u>	15
<u>Staff Qualifications</u>	15
<u>Use of Outside Resources</u>	15
<u>Required In-Service Training for Nurse Aides</u>	16

JOB DESCRIPTION & PERFORMANCE STANDARDS

<u>Explanation of Functions on Job Description Form</u>	17
<u>Explanation of the Categories for Supervisor and Qualifications</u>	17
<u>Explanation of Essential Function Categories</u>	17
<u>Instructions to Complete the Job Description and Performance Standards Form Upon Hire</u>	19
<u>Sample of a Job Description and Performance Standards Form</u>	20
<u>How to Complete the Performance Evaluation Section of the Job Description Form</u>	23
<u>Employee Evaluation – Summary of Counseling Sessions</u>	25
<u>Performance Evaluation – Evaluator and Employee Comments</u>	26
<u>Sample of a Completed Job Description and Performance Standards Form Using Evaluation Column(s)</u>	27
<u>How to Use the Separate Forms in this Manual</u>	31

ADA (Americans with Disabilities Act) REQUIREMENTS

Instructions to Complete the ADA Form 33
Sample of a Completed ADA Form 34
Sample of an ADA Form 35
Blank ADA Form for State-Specific Requirements..... 36

INFECTION CONTROL AND SAFETY COMPLIANCE

Instructions to Complete the Infection Control and Safety Compliance Form..... 37
Sample of a Completed Infection Control and Safety Compliance Form 38
Infection Control and Safety Compliance Form 39
Instructions to Complete the Working Conditions and Warnings of Potential Hazards Form ... 41
Sample of a Completed Working Conditions and Warnings of Potential Hazards Form 42
Working Conditions and Warnings of Potential Hazards Form..... 43

RESIDENT RIGHTS COMPLIANCE

Instructions to Complete Resident Rights Compliance Form..... 45
Sample of a Completed Resident Rights Compliance Form..... 46
Sample of a Resident Rights Compliance Form..... 47

ACTIVITY

Activity Director 50
Assistant Activity Director 55
Activity Assistant..... 59

ADMINISTRATION/CASE MANAGEMENT

Admission Coordinator/Officer 64
Marketing Manager 68
Reimbursement Coordinator/Specialist..... 71
Compliance and Ethics Officer..... 74
Business Office Clerk..... 79
Administrator..... 82

<u>Assistant Administrator</u>	87
<u>Business Office Manager</u>	92
<u>Assistant Business Office Manager</u>	97
<u>Bookkeeper</u>	102
<u>Medical Biller</u>	107
<u>Payroll Clerk</u>	111
<u>Data Entry Clerk</u>	115
<u>Central Supply Clerk</u>	119
<u>Receptionist</u>	123
<u>Director of Human Resources</u>	127
<u>Quality Assessment/Assurance Coordinator</u>	132
<u>Grievance Officer</u>	136
<u>Provider Security Official</u>	141

CONSULTANT SERVICES

<u>Consultant</u>	146
-------------------------	-----

DIETARY/FOOD SERVICE DEPARTMENT

<u>Dietitian</u>	150
<u>Director of Food and Nutrition Services/Food Services Supervisor</u>	155
<u>Cook</u>	160
<u>Dietary Aide</u>	163
<u>Dishwasher</u>	167

HOUSEKEEPING DEPARTMENT/ENVIRONMENTAL SERVICES

<u>Housekeeping/Environmental Services Supervisor</u>	172
<u>Housekeeper</u>	176

LAUNDRY DEPARTMENT

<u>Laundry Supervisor</u>	180
<u>Laundry Worker</u>	184

MAINTENANCE DEPARTMENT

Maintenance Supervisor 188
Maintenance Assistant/Janitor..... 192

MEDICAL RECORD DEPARTMENT

Medical/Health Information Record Supervisor (Designee)..... 196
Medical Record/Health Information Assistant/Ward Clerk..... 201

NURSING MANAGEMENT/NURSING DEPARTMENT

Director of Nursing/Vice President of Nursing..... 207
Nurse Practitioner/Physician’s Assistant..... 213
Director of Staff Development (Director of Education)..... 218
Nursing Supervisor (Assistant Director of Nursing) 224
Infection Preventionist 229
Treatment Nurse..... 233
Charge Nurse 239
Medication Nurse..... 245
Certified Nursing Assistant 250
Certified Medication Aide 255
Paid Feeding Assistant..... 259
Nursing Assistant Coordinator..... 263
Restorative Nursing Assistant..... 267
Minimum Data Set (MDS)/Resident Assessment Coordinator (RAC)..... 271
Minimum Data Set (MDS) Assessment Nurse 276
Care Plan Coordinator 280

PASTORAL CARE

Pastoral Care Provider..... 286

PHYSICIAN SERVICES

Medical Director 290

REHABILITATION DEPARTMENT

<u>Occupational Therapist</u>	298
<u>Occupational Therapy Aide</u>	302
<u>Physical Therapist</u>	306
<u>Physical Therapy Assistant and/or Physical Therapy Aide</u>	310
<u>Respiratory Therapist</u>	314
<u>Speech/Language Pathologist</u>	318

SOCIAL SERVICE DEPARTMENT

<u>Social Service Director</u>	324
--------------------------------------	-----

VOLUNTEER SERVICES

<u>Volunteer</u>	329
------------------------	-----

REFERENCE MATERIAL

<u>Helpful Websites</u>	331
-------------------------------	-----

INDEX

<u>Index</u>	333
--------------------	-----

EMANUAL INSTRUCTIONS

<u>eManual Instructions</u>	339
<u>License Agreement</u>	341