



TITLE:	STAFFING REQUIREMENTS	POLICY 28.01
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Authority: [WAC 388.78A.2450, Staff](#)

PURPOSE:

This policy outlines basis staffing patterns and duties of each Trouves employee.

SCOPE:

This policy applies to all Trouves employees.

POLICY:

- A. Trouves provides sufficient, trained staff persons to:
 - 1. Furnish the services and care needed by each resident consistent with his or her negotiated service agreement
 - 2. Maintain the assisted living facility free of safety hazards; and
 - 3. Implement fire and disaster plans.

- B. Trouves:
 - 1. Maintains job descriptions for the administrator and each staff position and provide each staff person with a copy of his or her job description before or upon the start of employment;
 - 2. Verify staff persons' work references prior to hiring;
 - 3. Verify prior to hiring that staff persons have the required licenses, certification, registrations, or other credentials for the position, and that such licenses, certifications, registrations, and credentials are current and in good standing;
 - 4. Document and retain for twelve weeks, weekly staffing schedules, as planned and worked;
 - 5. Ensure all resident care and services are provided only by staff persons who have the training, credentials, experience and other qualifications necessary to provide the care and services;
 - 6. Ensure at least one caregiver, who is eighteen years of age or older and has current cardiopulmonary resuscitation and first-aid cards, is present and available to assist residents at all times:
 - a. When one or more residents are present on the assisted living facility premises; and
 - b. During assisted living facility activities off of the assisted living facility premises.



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- 7. Ensure caregiver provides on-site supervision of any resident voluntarily providing services for the assisted living facility;
- 8. The assisted living facility is not required to keep on the assisted living facility premises, staff records that are unrelated to staff performance of duties. Such records include, but are not limited to, pay records, and health and insurance benefits for staff.

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES:

None