



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Office of Health Care Quality

Spring Grove Center • Bland Bryant Building

55 Wade Avenue • Catonsville, Maryland 21228-4663

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

TRANSMITTAL

TO: Assisted Living Program Providers
Assisted Living Stakeholders

FROM: Lester Brown, Program Manager

RE: Qualifications of other staff including initial and annual trainings

DATE: April 20, 2007

This memorandum is in follow-up to the transmittal dated March 30, 2007, regarding the assisted living manager training course. Our office has received requests for clarification regarding two items – (1) what does the term “other staff” mean and (2) are assisted living managers permitted to provide required training. Clarification to these questions is provided below:

Other staff. COMAR 10.07.14.17(B) specifies the minimum qualifications for all “other staff”, which includes mandatory initial and annual training requirements. These requirements pertain to staff who care for residents, but who are not the assisted living manager or alternate manager. Therefore, all staff who provide care to residents must comply with the requirements of this regulation.

Assisted living managers. Assisted living managers are among the health care professionals, who may conduct certain specified trainings in the assisted living regulations, provided they have had at least three years’ experience as an assisted living manager. Assisted living managers who meet this requirement may provide the following trainings: fire and life safety, infection control, basic food safety, cognitive impairment, and individual job requirement training for the staff of their program. A list of required training is available on the Office of Health Care Quality’s website at www.dhmh.state.md.us/ohcq located under the training heading. Please note that OHCQ surveyors will continue to review the curriculum of all training programs to assure content as well as the specific qualifications of the trainer.

If you have any questions regarding training requirements for staff, please do not hesitate to call me at 410-402-8180 or you may reach me via email at lbrown@dhmh.state.md.us. Thank you very much for your prompt attention to this matter.

cc: Wendy Kronmiller
Stakeholders List

Toll Free 1-877-4MD-DHMH • TTY for Disabled – Maryland Relay Service 1-800-735-2258

Web Site: www.dhmh.state.md.us



Training for Assisted Living Program

Training	Who can train	Training Freq.	Required Doc.	Specific staff
Fire and Life Safety	Any licensed healthcare professional, any person possessing bachelor's degree or 3 years' experience in a healthcare related field, any assisted living manager possessing 3 years' experience or any current or retired professional possessing 3 years experience in related field.	Initial and Annual	Staff name, date of training, signature of trainer, content of training	All Staff
Infection Control including standard precautions	Any licensed healthcare professional, any person possessing bachelor's degree or 3 years' experience in a healthcare related field or any assisted living manager possessing 3 years' experience.	Initial and Annual	Staff name, date of training, signature of trainer, content of training	All Staff
Basic Food Safety	Any licensed healthcare professional, any person possessing bachelor's degree or 3 years' experience in healthcare related field, any assisted living manager possessing 3 years' experience or any retired professional possessing 3 years experience in related field..	Initial and Annual	Staff name, date of training, signature of trainer, content of training	Direct care and kitchen staff
Basic First Aid	Certified Instructor or licensed healthcare professional.	Initial and Annual, or upon expiration of certification	Presentation of card or annual training as proof of training	All Staff
Emergency Disaster Plans	Any licensed healthcare professional, any person possessing bachelor's degree or 3 years' experience in related field, or representative from a local emergency management office.	Initial and Annual	Staff name, date of training, signature of trainer, content of training	All Staff
Cognitive Impairment includes: Alzheimer's, dementia and mental illness	Any licensed healthcare professional, any person possessing bachelor's degree or 3 years' experience in healthcare related field, any current or retired professional possessing 3 years' experience in related field, any assisted living manager possessing 3 years' experience or any organization that specializes in Alzheimer's, dementia or mental illness training, such as the Alzheimer's Association, Mental Health Association of Maryland or Copper Ridge Institute.	(5) hours of training within 1 st (90) days & (2) hours of training annually thereafter for all employees involved in the provision of personal care. (2) hrs. training within 1 st (90) days of employment and (1) hr. of training annually thereafter for employees not involved in the provision of care	Staff name, date of training, signature of trainer, content of training	Specified in regulation
Medication Technician	RN who has completed delegating nurse / case mgr. course.	Initial and updates every (2) years	Staff name, date of training, signature of trainer, content of training	Individuals giving meds and AL Mgr.
Individual Job requirements	Any licensed healthcare professional, any person possessing bachelor's degree or 3 years' experience in healthcare related field, any assisted living manager possessing 3 years' experience or any current or retired professional possessing 3 years experience in related field .	Initial	Staff name, date of training, signature of trainer, content of training	All Staff
Basic CPR and AED	Certified instructor.	Initial and Annual, or upon expiration of certification	Retain copies of card as proof of training in personnel files	Sufficient number of staff to ensure coverage on all shifts

Revised 04/20/07