

RCF Training: Checklist Guide

OAC 3701-16-06	Training	Staff Trained	Trainer Specified	Time Frame
(D) (3)	Activities	Staff, volunteers- plan activities for “specific population “	Not specified	Not specified
(E) (1) (a, b, c)	First aid training	Non-licensed personal care staff	Red Cross, Heart Association, RN, LPN under the direction of an RN or others listed	Within 60 days of hire
(E) (2) (a-c)	Personal care training	Personal care staff	RN, or LPN under the direction of an RN	Before providing personal care services without supervision
(E) (3)	Residents with late-stage cognitive impairment	Personal care staff	Qualified Instructor	2 hours within the first 14 days. 4 hours annually.
(E) (4)	Residents with serious mental illness	Personal care staff	Qualified Instructor	2 hours within the first 14 days. 4 hours annually.
(E) (5)	Residents with late-stage cognitive impairment and serious mental illness	Personal care staff	Qualified Instructor	2 hours on each within the first 14 days. 4 hours on each annually.
(E) (6)	Serving other special populations	Personal care staff	Qualified Instructor	2 hours within the first 14 days. 4 hours annually.
(E) (7)	8 hours of continuing education	Personal care staff	Qualified Instructor	Annual basis
(F)	Residents with therapeutic diets, other than special	Staff providing	Dietitian	Before performing this responsibility

(H) (3)	9 CEUs in gerontology, health care, business admin. Or RCF operation	Administrator	College coursework or CEUs approved by the listed entities	Annual basis
(I)	Orientation	All staff	Administrator	Within 3 working days
(J)	Specific to profession	Licensed staff	Unspecified	Ongoing
(K)	Resident rights	All staff	Unspecified	Within 3 days of hire and annually
OAC 3701-16-12	Training	Staff Trained	Trainer Specified	Training Time Frame
(C)	Infection control procedures	All staff; laundry & personal care staff, nurses	Unspecified	New hire training and ongoing
3701-16-12	Training	Staff Trained	Trainer Specified	Training Time Frame
(P)	Fire control and evacuation procedures	All staff	Unspecified	Within 3 working days of beginning employment
(Q)	Fire prevention	Regularly scheduled staff on all shifts	State fire marshal or local fire dept	Annual
(R)	Fire, tornado, disaster, or another emergency.	Residents are being trained	Unspecified	Upon admission
OAC 3701-16-14	Training	Staff Trained	Trainer Specified	Training Time Frame
(D)	Bathrooms; maintenance and cleaning	Housekeeping and Maintenance staff	Unspecified	New hire training and ongoing
OAC 3701-16-15	Training	Staff Trained	Trainer Specified	Training Time Frame
(B)	Maintain a clean, healthy environment	Housekeeping and Maintenance staff	Unspecified	New hire training and ongoing
(F-I)	Safety and Maintenance requirements	Housekeeping and Maintenance staff	Unspecified	New hire training and ongoing

		Some Other Training Requirements		
OSHA	SHA required: Safety Data Sheets	All staff	Knowledgeable individual	Within the first week of employment
29 CFR 1910.1030	Bloodborne Pathogens	All staff	Knowledgeable individual	New employee orientation
Food Safety Code 3717	Person-In-Charge (formerly Level I) Manager (formerly Level II)	All Assisted Living Communities are considered a Risk Level III or IV. Beginning March 1, 2017, they are required to have at least one employee with supervisory and management responsibility and the authority to direct and control food preparation and service that has obtained the Ohio Manager Certification in food protection.	Individual Certified	

*OALA is pleased to provide this checklist to members as a helpful guide to the training requirements outlined in the RCF rules. Please refer to the RCF rules OAC 3701-16-01 through 18 for the complete requirements. This list is not necessarily all-inclusive. There can be other training required in RCFs, e.g. for waiver providers in **OAC 173-39-02.16**.*