

RCFE New Staff Orientation Training Requirements

The 40 Hours of initial training is divided into 2 phases. The first phase (20 hrs.) must be completed prior to working independently with residents. The second phase (20 hrs.) must be completed within the first 4 weeks of employment.

This initial training must also include sixteen (16) hours of hands-on training at a minimum within the first four (4) weeks of employment. These hours can be completed at ANY TIME during the first four weeks of employment.

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RCFE New Staff Orientation Training Requirements

Offered in Orientation	Time Required	Topic	Course Name in Orientation
Required before working with residents Independently			
6 Hours	6 Hours	Dementia Care	Dementia: Basics of Care Dementia: Causes, Symptoms, and Types
4 Hours	4 Hours	Postural Supports, Restricted Health Conditions, and Hospice Care	Postural Supports in RCFE Restricted And Prohibited Conditions RCFE Hospice Care
4 Hours	10-24 Hours	Medications Training – Please see the following page for details on this training.	Medications: The SMART Approach <i>Our Medications training also includes the required topic:</i> Antipsychotic and Psychotropic Medication
1 Hour	*	Building and Fire Safety and Emergency Response	Fire Safety and Emergencies
1 Hour	*	Elder Abuse	Recognizing and Reporting Abuse
1 Hour	*	Residents’ Rights	Residents’ Rights in RCFE
1 Hour	1 Hour	Cultural Competency	LGBTQI+ Issues in Residential Care
2 Hours	*	Psychosocial Needs of the Elderly	Psychosocial Needs of Elders
Required at any time within the first FOUR Weeks of Employment			
3 Hours	3 Hours	Personal Care Services	Activities of Daily Living
3 Hours	2 Hours	Physical Limitations and Needs of the Elderly	Physical Changes in Aging Common Health Issues
6 Hours	6 Hours	Dementia Care	Dementia-Related Behaviors Dementia-Related Communication Issues Dementia: Getting Through the Day
3 Hours	*	Infectious Diseases and Infection Control	Common Infectious Diseases Infection Control
	*	First Aid	

*Currently there is no mandated minimum time.

RCFE New Staff Orientation Training Requirements - Medications

Facility Size	Hours	Training Details
All Facilities	2 Hours	Policies and Procedures Regarding Medications
15 or Less	10 Hours	Including Policies and Procedures Regarding Medications , 6 hours of medication training is required to be hands-on and the other 4 hours can be completed in any format.
16 or More	24 Hours	Including Policies and Procedures Regarding Medications , 16 hours of medication training is required to be hands-on and the other 8 hours can be completed in any format.

Medications training varies greatly depending on the size of the facility you work in. While our New Staff Orientation currently includes a total of 4 hours of medication training, this training includes required content on **Antipsychotic and Psychotropic Medication, Policies, and Procedures** to satisfy regulatory requirements.

For most facilities with 15 or fewer residents, these 4 hours coupled with 6 hours of hands-on training will be sufficient without any additional initial training.

For facilities with 16 or more residents, we currently recommend completing 20 hours of hands-on training along with our 4-hour component.