WAC 246-335-530 Personnel, contractor, and volunteer records.
The licensee must maintain records on all personnel and volunteers and have access to records on all contractors, to include:

1. Current practice certification, credential or licensure, as applicable;
2. Documentation of references;
3. Contracts when using contractors;
4. Evidence of orientation to current agency policies and procedures;
5. Verification of personnel, contractor, and volunteer skills or training specific to meeting the care needs of patients;
6. Documentation that personnel and contractors holding a nursing assistant registration became credentialed as a nursing assistant certified under chapter 246-841 WAC within twelve months of the date of hire or met the exemption criteria in WAC 246-335-525 (10)(c);
7. Evidence of initial and subsequent criminal history background checks and disclosure statement(s) according to RCW 43.43.830 through 43.43.842 and this chapter;
8. Training on current and revised agency policies and procedures, including patient care issues;
9. Current CPR training for direct care personnel and contractors;
10. Documentation for personnel, contractors, and volunteers who prepare food for the patient independent of the patient's assistance, including:
   a. A current food worker card per chapter 246-215 WAC; or
   b. Training equivalent to United States Food and Drug Administration for personnel, contractors, and volunteers involved in food preparation services on behalf of patients;
11. Communicable disease testing and vaccination according to current state and federal health authority recommendations; and
12. Documentation of performance evaluations of personnel and volunteers providing direct patient care and evaluations of services provided by contractors providing direct patient care as required in WAC 246-335-525 (16) and (17).

[Statutory Authority: RCW 70.127.120 and 43.70.250. WSR 18-06-093, § 246-335-530, filed 3/6/18, effective 4/6/18.]