

# **QUALIFICATIONS AND TRAINING OF ALF ADMINISTRATORS, MANAGEMENT and STAFF and ALF CORE TRAINERS**

## **ALF ADMINISTRATORS/MANAGEMENT**

### **QUALIFICATIONS**

- 21 years of age
- High school diploma or general equivalency diploma
- Comply with Level II background screening requirements

### **REQUIRED TRAINING**

- Successfully complete Core Training within 3 months after becoming an administrator or manager
- Participate in 12 hours of continuing education in topics related to assisted living every 2 years

## **STAFF**

### **QUALIFICATIONS**

- All staff shall be assigned duties consistent with his/her level of education, training, preparation, and experience. Staff providing services requiring licensing or certification must be appropriately licensed or certified.
- Comply with Level II background screening requirements

### **STAFF IN-SERVICE TRAINING**

- Infection control (one hour)
- Reporting major incidents
- Reporting adverse incidents
- Facility emergency procedures
- Resident rights
- Recognizing and reporting resident abuse, neglect, and exploitation.
- Resident elopement response policies and procedures.
- Safe food handling (food preparation staff)
- Resident behavior and needs (three hours)
- Providing assistance with the activities of daily living (three hours)

All facility employees must complete a continuing education course on HIV and AIDS

A staff member who has completed courses in First Aid and CPR and holds a currently valid card documenting completion of such courses must be in the facility at all times.

Unlicensed persons who will be providing assistance with self-administered medications must have four hours of medication administration training.

### **ALF CORE TRAINERS**

Core trainers must register with the Department of Elder Affairs as a Core Trainer. Registration requirements follow:

- Completion of core training, successful passage (75%) of the competency test and completion of a minimum of 12 contact hours of continuing education in topics related to assisted living every 2 years.

Additional requirements are:

- A minimum of 5 years of employment with the Agency for Health Care Administration (AHCA), or formerly the Department of Health and Rehabilitative Services, as a surveyor of assisted living facilities; or,
- A minimum of 5 years of employment in a professional position in the AHCA Assisted Living Unit or,
- A minimum of 5 years of employment as an educator or staff trainer for persons working in an ALF or other long-term care (LTC) settings or,
- A minimum of 5 years of employment as an assisted living facility core trainer, which was not directly associated with the department; or,
- A minimum of a 4-year degree from an accredited college or university in areas of healthcare, gerontology, social work, education or human services; and a minimum of 3 years experience as an educator or staff trainer for persons working in an ALF or other LTC settings after core certification.