

5101:2-9-03

**Staff development and evaluation.**

- (A) A residential facility shall provide each child care staff person with a minimum of twenty hours of orientation within the first thirty days of employment. The training required by this paragraph may be conducted outside the residential facility. Regular ongoing duties of an employee, including casework supervision and consultation, shall not be counted toward the requirements of this paragraph.
- (B) Each child care staff person shall receive an additional thirty-two hours of training during the first year of employment. This requirement shall result in each child care staff person receiving a minimum of fifty-two hours of training during the first twelve months of employment. The training required by this paragraph may be conducted outside the residential facility. Regular ongoing duties of an employee, including casework supervision and consultation, shall not be counted toward the requirements of this paragraph.
- (C) If an agency requires more than twenty hours of initial orientation, the additional hours may be counted toward the total number of hours required by paragraph (B) of this rule.
- (D) Following the completion of the training as required by paragraphs (A) and (B) of this rule, each child care staff person shall receive at least twenty-four hours of structured and formalized training annually. Regular ongoing duties of an employee, including casework supervision and consultation, shall not be counted toward the requirements of this paragraph. If a child care staff person is or will be providing care for a youth expected to remain in substitute care until the youth's eighteenth birthday, the person shall be prepared adequately with the appropriate knowledge and skills to understand and address the issues confronting adolescents preparing for independent living, and provide such services as are needed and appropriate. To the extent possible, such services shall be coordinated with the life skills services required to be provided by rule 5101:2-42-19 of the Administrative Code.
- (E) Initial orientation of new child care staff pursuant to paragraph (A) of this rule shall include, but not be limited to:
  - (1) Familiarization of the employee with emergency and safety procedures of the residential facility.
  - (2) The principles and practices of child care.
  - (3) Administrative structure, procedures, and overall program goals of the residential facility.

- (4) Appropriate techniques of behavior management.
  - (5) Techniques and methodologies of crisis management.
  - (6) Familiarization of the employee with the discipline policy of the residential facility and training in the techniques and methodologies of passive physical restraint.
  - (7) Procedures for reporting suspected child abuse or neglect.
  - (8) The emergency medical plan of the residential facility.
  - (9) Universal precautions.
  - (10) If a child care staff person will be providing care for a youth expected to remain in substitute care until the youth's eighteenth birthday, the person shall be prepared adequately with the appropriate knowledge and skills to understand and address the issues confronting adolescents preparing for independent living, and provide such services as are needed and appropriate. To the extent possible, such services shall be coordinated with the life skill services required to be provided by rule 5101:2-42-19 of the Administrative Code.
- (F) Each residential facility shall assure that all child care staff hired possess a current American red cross first aid and cardiopulmonary resuscitation (CPR) certification or equivalent at the time of hire or within six months following the date of hire. Child care staff of a group home or children's residential center shall be certified in adult and child CPR. Child care staff of a residential parenting facility shall be certified in infant, adult and child CPR. The first aid and CPR certifications shall be maintained current at all times.
- (G) There shall be at least one staff person with first aid and CPR certification on duty at all times in a residential facility.
- (H) Each residential facility shall document the completion of the training activities required by this rule in the personnel record maintained pursuant to rule 5101:2-5-09 of the Administrative Code.
- (I) Physical restraint of a child shall only be utilized by a child care staff person who has received specific training and annual review in acceptable methods of restraint. Documentation of such training shall be contained in the employee's personnel

record.

(J) If a residential facility has a policy prohibiting the use of physical restraint, the facility shall complete annual training for all child care staff in acceptable alternatives to restraint.

(K) If a residential facility has a policy allowing the use of physical restraint, the facility shall complete annual training in acceptable methods of restraint for the child care staff.

~~(J)~~(L) Physical restraint may be used by child care staff only:

- (1) For self protection.
- (2) For protection of the child from self-destructive behavior.
- (3) To protect another person from the child.

~~(K)~~(M) Child care staff shall use only the least restrictive physical restraint necessary to control a situation.

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CERTIFIED ELECTRONICALLY

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Certification

08/04/2008

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Date

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