



ADMINISTRATIVE RULES OF MONTANA

37.106.1618 STAFFING REQUIREMENTS

- (1) Employees of a forensic mental health facility (FMHF) must be 18 years of age and possess a high school diploma or general equivalency diploma (GED) at a minimum.
- (2) Employees must receive orientation and training in areas relevant to the employee's duties and responsibilities including:
 - (a) an overview of the FMHF policy and procedure manual in areas relevant to the employee job responsibilities;
 - (b) a review of the employee job description;
 - (c) services provided by the facility;
 - (d) rights of persons served; and
 - (e) safety and emergency response procedures;
 - (f) basic first aid; and
 - (g) certification in cardiopulmonary resuscitation (CPR).
- (3) All direct-care staff must receive full orientation before providing direct client care or treatment. In addition to meeting these requirements, direct-care staff must be trained to perform the services established in each client's treatment plan.
- (4) CPR certification must be kept current.
- (5) Direct-care staff must have knowledge of each client's needs and any events about which the employee should notify the administrator or the administrator's designated representative.
- (6) An FMHF must have a sufficient number of qualified staff on duty 24 hours a day to meet the scheduled and unscheduled needs of each client, to respond in emergency situations, and to provide all related services including:
 - (a) maintenance of order, safety, and cleanliness;
 - (b) assistance with medication regimens;
 - (c) preparation and service of meals;
 - (d) housekeeping services and assistance with laundry; and
 - (e) assurance that each client receives the supervision and care required by the treatment plan.
- (7) Site-based supervisors must be on-duty 24 hours a day, seven days per week.

- (8) An FMHF must be staffed by a registered nurse (RN) 24 hours a day, seven days per week. The RN may also serve as a supervisor.
- (9) An FMHF must provide access to ancillary services such as laboratory or radiological services directly or by contracting with a facility licensed to provide such services.
- (10) An FMHF must employ at least one licensed health care practitioner to monitor and evaluate the client's medical and psychiatric treatment. At all times, a licensed health care practitioner must be on duty or on call and available physically to the facility within one hour. The licensed health care practitioner may also be the medical director.
- (11) An FMHF must have a sufficient number of qualified licensed mental health professionals on staff to meet the needs of the clients as outlined in facility policies and the clients' individualized treatment plans.
- (12) An individual on each work shift must have keys to all relevant client care areas and access to all items needed to provide appropriate client treatment and care.
- (13) An FMHF must provide ongoing staff training a minimum of 20 hours annually.

Authorizing statute(s): 50-5-103, MCA

Implementing statute(s): 50-5-103, 50-5-204, MCA

History: NEW, 2016 MAR p. 144, Eff. 1/23/16.