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CHAPTER 45: PEDIATRIC DAY HEALTH CARE

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## SECTION 45.4: STAFFING REQUIREMENTS

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**STAFFING REQUIREMENTS**

Each pediatric day health care (PDHC) facility must adhere to all of the staffing and personnel guidelines outlined in the Licensing Standards for PDHC facilities.

**Administrator**

The administrator of the facility must be a full time employee and must designate **in writing** the individual who will be responsible for the facility when they are absent from the facility for more than 24 hours.

The administrator and the administrator's designee must have three years of experience in the delivery of health care services, be at least 21 years of age and meet one of the following criteria:

1. A physician currently licensed in the state of Louisiana;
2. A registered nurse (RN) currently licensed in Louisiana;
3. A college graduate with a bachelor's degree; or
4. Have an associate degree with one additional year of documented management experience.

Responsibilities of the administrator/designee include, but are not limited to the following:

1. Ensure that the facility complies with all federal, state and local laws, rules and regulations;
2. Maintain a daily census record of each beneficiary who receives services and records of all accidents and incidents, including alleged abuse and/or neglect involving any beneficiary or staff member;
3. Maintain personnel files for each employee;
4. Maintain current agreements and contracts of individuals utilized by the facility; and
5. Ensure that the facility develops and implements policies and procedures which are included in the facility's policy manual.

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**Medical Director**

The medical director of the PDHC facility must be a physician currently licensed in Louisiana without restrictions.

The medical director must meet one of the following:

1. A board certified pediatrician;
2. A pediatric specialist with knowledge of medically complex children; or
3. A medical specialist or subspecialist with knowledge of medically complex children.

The responsibilities of the medical director include, but are not limited to:

1. Periodic review of services provided by the facility to assure acceptable levels of care and services;
2. Participates in the reviews of the plan of care for each beneficiary receiving services;
3. Consults with the prescribing physician and/or staff; and
4. Develops and implements a policy and procedure for the delivery of emergency services or regular physician services when the beneficiary's attending physician or designated alternative is unavailable.

**Director of Nursing**

Each facility must have a full time director of nursing (DON). The DON must be a registered nurse currently licensed in the state of Louisiana without restrictions and meet the following criteria:

1. Hold a current certification in Cardio Pulmonary Resuscitation (CPR);
2. Hold a current certification in Basic Cardiac Life Support and Pediatric Advanced Life Support; and
3. Have a minimum of two years general pediatric nursing experience with at least six months caring for medically complex or technology dependent infants or children.

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The responsibilities of the DON include, but are **not limited** to the following:

1. Supervision of all aspects of beneficiary care to ensure compliance with the plan of care;
2. Daily clinical operations of the facility;
3. On-site during normal operating hours;
4. Compliance with all federal and state laws, rules and regulations related to the delivery of nursing care and services; and
5. Assures that the care provided by the nursing staff and direct care personnel promotes effective PDHC services and the safety of the child.

**Registered Nurse**

A PDHC facility must have sufficient RN staff to ensure that the care and services provided to each child is in accordance with the child's plan of care. The facility RN must have the following qualifications:

1. Currently licensed in the state of Louisiana without restrictions;
2. Have a current certification in CPR; and
3. Have **one** of the following:
  - a. One or more years of experience as a RN with pediatric experience, which includes six months caring for medically complex or technologically dependent children; or
  - b. Two or more years of documented pediatric nursing experience as a licensed practical nurse with six months experience caring for medically complex or technologically dependent children.

**Licensed Practical Nurse**

The facility must have sufficient licensed practical nurse (LPN) staff to ensure that the care and services provided to each child is provided in accordance with the plan of care. LPN's employed by the facility must meet the following qualifications and experience:

1. Be licensed in the state of Louisiana without restrictions;

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2. Hold a current certification in CPR; and
3. Have **one** of the following:
  - a. One or more years of experience in pediatrics as an LPN; or
  - b. Two years of documented pediatric experience working as a direct care worker caring for medically complex children.

**Direct Care Staff**

Direct care staff will work under the supervision of the RN and will be responsible for providing direct care to children at the facility.

Direct care staff should meet the following qualifications and experience:

1. One year documented employment experience in the care of infants or children or one year experience in caring for medically complex children;
2. Hold a current certification in CPR;
3. Be 18 years or older;
4. Be currently registered and in good standing with the Certified Nurse Aide (CNA) Registry, if applicable, and have no findings on the Direct Service Worker (DSW) Registry; and
5. Able to demonstrate the necessary skills and competency to meet the direct care needs of the facility's children.