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a. Infection control policies including the prevention of the spread of infectious and communicable diseases from agency staff and/or individuals providing services to clients.

3. A personnel record shall be maintained for each employee and/or contracted individual. ~~A~~The personnel record shall include, but not be limited to, the following:

- a. job description;
- b. qualifications;
- c. application for employment;
- d. verification of licensure, permits, references, job experience, and educational requirements as appropriate;
- e. performance evaluations and disciplinary actions; and
- f. letters of commendation.

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All information shall be kept current. In lieu of the job description and qualifications of employment, the personnel record may include a statement signed by the employee and/or contracted individual that the person has read the job description and qualifications for the position accepted.

4. It shall be the responsibility of the administration to establish written policies concerning pre-service physicals and the health of employees and/or contracted individuals. The policies shall include but not be limited to:

- a. Each employee and/or contracted individual shall have an up-to-date health file;
- b. At a minimum, each employee shall be tested or evaluated annually for tuberculosis in accordance with the applicable section of the Tuberculosis Manual of the Arkansas Department of Health;
- c. Work restrictions shall be placed on employees and/or contracted individuals who are known to be affected with any disease in a communicable state or to be a carrier of such disease, to be afflicted with boils, jaundice, infected wounds, diarrhea or acute respiratory infections. Such individuals shall not work in any area in any capacity in which there is the likelihood of transmitting disease to patients, agency personnel or other individuals within the home or a potential of contaminating food, food contact surfaces, supplies or any surface with pathogenic organisms; and
- d. Other tests shall be performed as required by agency policy.

B. Governing Body

| Draft revisions to the Rules and Regulations for Private Care Agencies in Arkansas

1. The governing body, or a committee designated by the governing body, of the agency shall establish a mechanism to:

Approve a quality assurance plan whereby problems are identified,