



Competency Assessment - Direct Care Staff

This form MUST be complete within 30 days of the shadow shift and turned in to the Home Manager

Name of Facility/Home: Nicolet Lodge

Employee Name: AManda Miller Date: 9/30/19

Instructions: The Employee must check off each item listed below as they become competent in that particular area. The Home Manager must review, sign and date each group when they have met with the DCS and that DCS can demonstrate competence in each area. Competency is demonstrated by the Home Manager reviewing the items below and being able to document the DCS response in detail. If competency is not achieved or this form is not complete with-in 30 days, the DCS may be taken off the schedule until competency is met.

Note: The DCS will not be ALLOWED to work ALONE with the Residents until this form, the Orientation Checklist and all trainings are complete.

Confidentially, HIPAA, Recipient Rights and Organization Review

Initials:

- AM What is Confidentiality? keeping another person's information A secret
- AM What is HIPAA? Health insurance portability + Accountability
- AM What is the Organizational Structure and Chain of Command?
- AM What is the Mission Statement/Philosophy of the Organization?
- AM What is AFC Licensing Rules Act 218 and where is the book located?
- AM What are Recipient Rights? Dignity, respect, confidentiality, free from abuse, neglect, the right to
- AM What is the Corporate Compliance Plan? What is its purpose?
- AM Who is the Corporate Compliance Officer for Beacon? Melissa Williams recruitment
- AM What is Abuse/Neglect/Confidentiality/Chapters 7 & 7A?
- AM Where is DCH Incident Report Form kept and why do we use them?
- AM Incident Report/Event Tracking Tool/Location and when is it used?
- AM What is House Rules and where is it located?
- AM Electronic Medical Record Review
- AM Electronic Resident Record Review

Date Completed:

- TBD Classroom Mental Health/Gentle Teaching Training with Inga
- 9/20/19 Classroom CPI & CPR/First-Aid Training
- 9-20-19 Classroom Recipient Rights Training
- 9/30/19 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:
Amanda has successfully completed trainings in all of the above topics.



BEACON
Specialized Living

Competency Assessment

Personnel Policy/Procedure Review

Initials:

- AM Where are the Personnel Policies located?
- AM Where is the Employee Handbook located? *Beacon website*
- AM What is Payroll, when are time cards due, and how are they to be filled out?
- AM Walk Home Manager through the website
- AM What is the mandatory reporting of Tickets and Arrest?
- AM How often is Training and In-Services?
- AM What is the Absence/Tardy policy?
- AM What is the Substance Abuse policy?
- AM What is the Transportation policy?
- AM What is the "Sleeping on Duty" policy? *Not tolerated*
- AM What is the "Stay Until Relieved" policy? *stay until next shift comes in even if late*
- AM What is the "Call Off" procedure?
- AM What is the Bullard/Plawecki Act/"Right to Know" Act?
- AM What is a Resident Leave of Absence?
- AM What constitutes an Unauthorized Leave of Absence (AWOL)?
- AM When and how is the Personal Care/CLS log used?
- AM What are Shift Duties and the Cleaning Schedule? *things to complete each shift*
- AM What is the Resident Assignment Sheet and Transfer Protocol?
- AM What is the Visitor Protocol and Log Book?
- AM What is Employee Phone/Cell Phone Use and Directory of All Employees?
- AM What is the Social Networking Policy?
- AM What are Person Centered Plans (PCP) and Behavior Plans (BP)? *individual plans pertaining to certain individuals with their current goals*

Date Completed:

9/30/19 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:
Amanda has become familiar with where everything in the home is located. Amanda is able to utilize the employee website effectively.



Competency Assessment

Medical Review

Initials:

- AM Where are Resident Medications located (PRN's, OTC, Controlled Substance, etc.)? Med Room in cabinets
- AM What are Universal Precautions? Protective barriers like gloves
- AM Where are Universal Precaution Supplies located?
- AM When do we use Medication Sheets vs EMAR?
- AM What is the Seizure Protocol?
- AM What are Health Care Appraisals and where are they located?
- AM What are Vitals and how often are they taken? monthly on the 1st
- AM When are Weights completed? with vitals
- NO Did you receive the Influenza Vaccine? Why or why not? Don't get them
- AM What is the Hypo-Hyper Glycemic Protocol?

Date Completed:

- 9/23/19 Medical Training with Nurse Manager
- DMA Training - If not completed, when is it scheduled for? 10/1/19
- 9/30/19 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:
Amanda has familiarized herself with the medication room and corresponding policies and procedures.



Competency Assessment - Direct Care Staff

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

- AM Where is the SDS Book and Revised Poster Location?
- AM Where are the Utility Shutoffs and when are they used?
- AM Where is the First-Aid Kit and when is it used?
- AM Where are the Door Alarm Shutoffs and the code, if applicable?
- AM Where is the Bio-Hazard Kit and when is it used?
- AM How do you use the Fire Alarm Shutoffs? they
- AM Where are the Emergency Numbers? wall in kitchen
- AM Where are the Secured Cleaning Supplies kept? chemical closet
- AM Where is the Secured Resident Storage and how is it maintained?
- AM How do you Label & Date Food? Prepared Food 48 hours
- AM Where do you document substitutions to the menu?
- AM What do you do in order to prepare for meals and what is to be worn? wash hands, gloves
- AM What are the Resident Diets and where would you find them?
- AM Where is the Emergency Preparedness Log Book?

- Y N Have you participated in a Fire Drill? Where is the place of safety? Detached Garage
- Y N Have you participated in a Tornado Drill? Where is the place of safety? Basement Part 14

- AM Where are CPR masks located?
- AM What is the Evacuation Plan for your home and where are the postings?
- AM Who is the All Hazards Commander?
- AM Where is the Resident Case Book located (if applicable)?

Date Completed:

9/30/19 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:
Amanda has familiarized herself with where everything is located in the home.



Competency Assessment

Vehicle Orientation

Initials:

- AM What is the Weekly Vehicle Inspection? walk around make sure everything works + not broken
- AM Where is the First-Aid Kit and Fire Extinguisher? back of van first aid fire between driver + passenger
- AM What is the Mileage Log? log that keeps miles
- AM Where is the Insurance and Registration Located? glove box
- AM Cell Phone Policy no phones besides work cell phone pull to side of road if you have
- AM Where is the Outing Log (In House)? kitchen in the resident under to use it
- AM How do you report a Van Accident and where is the form located?
- AM Why are Food, Drinks and Smoking prohibited?
- AM Following the Posted Speed Limit
- AM Following Driving Requirements/Obeying the Law
- Y N Do you have a Valid Driver's License?
- AM When and How to Report Speeding/Driving Violations
- AM How to Turn Corners and why is it important with Wheelchairs
- AM How do you use Tie-Downs in Vans with Wheelchairs?
- AM When do you wear seat belt and do you drive or leave the location if everyone isn't buckled? always + no never
- AM What are the Emergency Supply Contents and where are they located in the van?
- AM When do you use the Orange Cones? front driver back passenger

Date Completed:

9/30/19 Driver Training with Facility Maintenance Manager

9/30/19 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:

Amanda is aware of policies and procedures surrounding the above topics. Amanda has a valid drivers License and a good driving record.



Competency Assessment - Direct Care Staff

I understand that I have 30 days to complete the Competency Assessment and turn it in to my Home Manager when complete. I also understand if the Competency Assessment is not complete within 30 days of the initial shadow shift, I may be removed from the schedule until it is complete. (At any time during the competency assessment period I may ask to meet with the Home Manager to address any issues or concerns related to the assessment).

Both the Orientation Checklist and the Competency Assessment are to be uploaded into Employee Data Base, immediately when complete.

Amanda

Employee Signature

9-30-19

Date

Leah Mills

Home Manager Signature

9/30/19

Date