



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: Trolley Center/Walker

Employee Name: Jessica Griswold

Date: May 3, 2020

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:

- JKG What is Confidentiality?
- JKG What is HIPAA?
- JKG What is the Organizational Structure and Chain of Command?
- JKG What is the Mission Statement/Philosophy of the Organization?
- JKG What is AFC Licensing Rules Act 218 and where is the book located?
- JKG What are Recipient Rights?
- JKG What is the Corporate Compliance Plan? What is its purpose?
- JKG Who is the Corporate Compliance Officer for Beacon? Melissa Williams
- JKG What is Abuse/Neglect/Confidentiality/Chapters 7 & 7A?
- JKG Where is DCH Incident Report Form kept and why do we use them?
- JKG Incident Report/Event Tracking Tool/Location and when is it used?
- JKG What is House Rules and where is it located?
- JKG Electronic Medical Record Review
- JKG Electronic Resident Record Review

Date Completed:

- N/A Classroom Mental Health/Gentle Teaching Training with Inga
- Classroom CPI & CPR/First-Aid Training
- Classroom Recipient Rights Training
- Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:
Staff displaced competency by completion of orientation checklist, completion of a tour of facility, completion of shadow shifts, questions to Home Manager and Assistant Home Manager, on the floor training and knowledge of Beacon's policies and procedures. Completion of CPR/ First Aid training, passwords given, and overview of Quick Mar and Next Step.



BEACON
Specialized Living

Competency Assessment

Personnel Policy/Procedure Review

Initials:

- JKG Where are the Personnel Policies located?
- JKG Where is the Employee Handbook located?
- JKG What is Payroll, when are time cards due, and how are they to be filled out?
Walk Home Manager through the website
- JKG What is the mandatory reporting of Tickets and Arrest?
- JKG How often is Training and In-Services?
- JKG What is the Absence/Tardy policy?
- JKG What is the Substance Abuse policy?
- JKG What is the Transportation policy?
- JKG What is the "Sleeping on Duty" policy?
- JKG What is the "Stay Until Relieved" policy?
- JKG What is the "Call Off" procedure?
- JKG What is the Bullard/Plawecki Act/"Right to Know" Act?
- JKG What is a Resident Leave of Absence?
- JKG What constitutes an Unauthorized Leave of Absence (AWOL)?
- JKG When and how is the Personal Care/CLS log used?
- JKG What are Shift Duties and the Cleaning Schedule?
- JKG What is the Resident Assignment Sheet and Transfer Protocol?
- JKG What is the Visitor Protocol and Log Book?
- JKG What is Employee Phone/Cell Phone Use and Directory of All Employees?
- JKG What is the Social Networking Policy?
- JKG What are Person Centered Plans (PCP) and Behavior Plans (BP)?

Date Completed:

_____ Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:
Staff displaced competency by completion of orientation checklist, completion of a tour of facility, completion of shadow shifts, questions to Home Manager and Assistant Home Manager, on the floor training and knowledge of Beacon's policies and procedures. Policies and procedures review thoroughly with Home Manager or Assistant Home Manager.



BEACON
Specialized Living

Competency Assessment - Direct Care Staff

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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

- Y N Have you participated in a Fire Drill? Where is the place of safety? N/A
- Y N Have you participated in a Tornado Drill? Where is the place of safety? 4/14/2020

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

Date Completed:

- Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:
Staff displaced competency by completion of orientation checklist, completion of a tour of facility, completion of shadow shifts, questions to Home Manager and Assistant Home Manager, on the floor training and knowledge of Beacon's policies and procedures. Completion of emergency evacuation plan reviewed and completed fire and tornado drills.



Competency Assessment

Medical Review

Initials:

- JKG Where are Resident Medications located (PRN's, OTC, Controlled Substance, etc.)?
JKG What are Universal Precautions?
JKG Where are Universal Precaution Supplies located?
JKG When do we use Medication Sheets vs EMAR?
JKG What is the Seizure Protocol?
JKG What are Health Care Appraisals and where are they located?
JKG What are Vitals and how often are they taken?
JKG When are Weights completed?
JKG Did you receive the Influenza Vaccine? Why or why not? 10/2019
JKG What is the Hypo-Hyper Glycemic Protocol?

Date Completed:

- ✓ Medical Training with Nurse Manager - 4/7/2020 1st
✓ DMA Training - If not completed, when is it scheduled for? 4/7/2020 5/27/2020
✓ Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:
Staff displaced competency by completion of orientation checklist, completion of a tour of facility, completion of shadow shifts, questions to Home Manager and Assistant Home Manager, on the floor training and knowledge of Beacon's policies and procedures. Completion of DMA shadow and class with the nurse. Tour of home's medication room as well.



Competency Assessment

Vehicle Orientation

Initials:

- JCG What is the Weekly Vehicle Inspection?
- JCG Where is the First-Aid Kit and Fire Extinguisher?
- JCG What is the Mileage Log?
- JCG Where is the Insurance and Registration Located?
- JCG Cell Phone Policy
- JCG Where is the Outing Log (In House)?
- JCG How do you report a Van Accident and where is the form located?
- JCG Why are Food, Drinks and Smoking prohibited?
- JCG Following the Posted Speed Limit
- JCG Following Driving Requirements/Obeying the Law
- Y N Do you have a Valid Driver's License?
- JCG When and How to Report Speeding/Driving Violations
- JCG How to Turn Corners and why is it important with Wheelchairs
- JCG How do you use Tie-Downs in Vans with Wheelchairs?
- JCG When do you wear seat belt and do you drive or leave the location if everyone isn't buckled?
- JCG What are the Emergency Supply Contents and where are they located in the van?
- JCG When do you use the Orange Cones?

Date Completed:

4/16/2018 Driver Training with Facility Maintenance Manager

4/16/2018 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:

Staff displaced competency by completion of orientation checklist, completion of a tour of facility, completion of shadow shifts, questions to Home Manager and Assistant Home Manager, on the floor training and knowledge of Beacon's policies and procedures. Completion of a diving guidelines and certificate of completion issued.



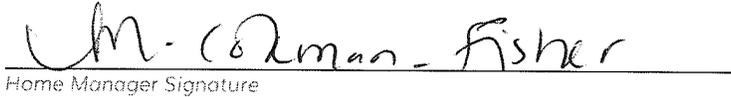
Competency Assessment - Direct Care Staff

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.


Employee Signature

5.3.20
Date


Home Manager Signature

5.3.20
Date