

# BEACON SPECIALIZED LIVING SERVICES, INC.

## HOME MANAGER/PROGRAM MANAGER COMPETENCY ASSESSMENT

REVIEWER: DISTRICT DIRECTOR

Name of Facility/Home: Lake Orion

Home Manager Name: Jana Gress Date: 3/4/2021

**Instructions:** The Employee must check off each item listed below as they become competent in that particular area. District Director must review, sign and date each group when they have met with the Home Manager and that Home Manager can demonstrate competence in each area. Competency is demonstrated by the District Director reviewing the items below and being able to document the Home Manager response in detail. This form MUST be complete with-in 60 days of the first shift and turned into Human Resources by the District Director. If competency is not achieved or this form is not complete with-in 60 days, the Home Manager may be taken off the schedule until competency is met.

### Administrative Duties and Responsibilities:

- Oversees the Leads/Direct Care staff in all duties and responsibilities
- Completes an annual job evaluation for Leads/Direct Care Staff
- \*Responsible for all site-specific and oversight of personnel issues, including but not limited to, interviewing, hiring, evaluations, terminations, scheduling, and training.
- Responsible to maintain all administrative, clerical, transportation, and record keeping functions for the assigned site.
- Maintain the accuracy and completeness of the Resident electronic/medication record in the home(s).
- \*Maintain all charting and documentation required by state and federal regulations as well as internal procedures.
- \*Medication Administration and Medication Administration Evaluation Certification
- Have knowledge of all daily functions, activities, and incidents that occur in the home(s) and forward all pertinent information onto your manager.
- \*Assess Resident Abuse/Neglect Issues
- \*Have knowledge of abuse and neglect reporting procedures as stated in the state and federal regulations and company policy.
- Participates in Team meetings with follow-up reports to case managers/clinicians when applicable or requested.
- Communicate with internal/external Case Management Personnel directly, concerning implementation of Resident treatment plans and overall care of the Residents.
- Maintain appropriate and effective contact with county/agency case managers, guardians, and family members of the Residents residing within Beacon Specialized Living Services, Inc.
- \*Respond and assists daily in "crisis" situations and emergency treatment in an appropriate manner.
- On-call responsibilities
- Share in the responsibility of establishing and nurturing a positive and effective relationship with the program psychiatrist(s) and physicians(s) to promote the health and overall well being

- ✓ of the Residents at Beacon Specialized Living Services, Inc.
- ✓ Can attend conferences, training's, seminars, and other professional skill development/enhancement activities as approved by the Manager. (Required to attend at least one training per year to maintain up-to-date)
- ✓ Review Staff documentation, including progress notes and incident reports to maintain up-to-date on Resident information.
- ✓ Ensure all shifts are following the program by working/mentoring/covering the floor on a regular basis.
- ✓ Complete requested reports required by Manager.
- ✓ Keep Manager abreast of all Staffing and site issues in a timely manner.
- ✓ Be willing to attend Resident functions and events offered by Beacon Specialized Living Services, Inc.
- ✓ Understanding and a working knowledge about all aspects of external Regulatory Investigations/Audits

**Competence for all the above administrative duties was established by the following:**

*Jana is able to maintain all above duties as shown in her daily tasks being completed without being prompted. She submits timely + accurate reports when requested.*

Date Competence was established 3/4/2021

**Environment of Care Duties and Responsibilities**

- ✓ Understanding attendance requirements of environment of care/client safety trainings
- ✓ \*Knowledgeable about Beacon Specialized Living Service, Inc. safety policies and procedures
- ✓ \*Understands fire safety and emergency preparedness activities/drills requirements
- ✓ Knowledge regarding National Patient Safety Goals
- ✓ Oversee all site-specific facility maintenance issues, working collaboratively with the Facility Manager
- ✓ Maintain cleanliness of home(s)

**Competence for all the above administrative duties was established by the following:**

*The above are established with her well Jana does during audits or licensing visits*

Date Competence was established 3/4/2021

**Performance Improvement Duties and Responsibilities**

- ✓ Understands Performance Improvement approach methods and tools
- ✓ \*Understands HIPAA Privacy and Security Regulations
- ✓ \*Understands Corporate Compliance

Competence for all the above administrative duties was established by the following:

*Jane was able to verbally explain these items and the importance of them.*

Date Competence was established 3/4/2021

**Leadership Duties and Responsibilities**

- Understands Budgeting Process (as applicable to the position and uses VENA)
- Knowledgeable about Joint Commission, OSHA, ADA, \*State Regulations, \*Recipient Rights
- Knowledgeable about reporting timeliness and requirements
- Knowledgeable in ADP Process, Makeshift, Clarity, Facility Dude, and Teams.

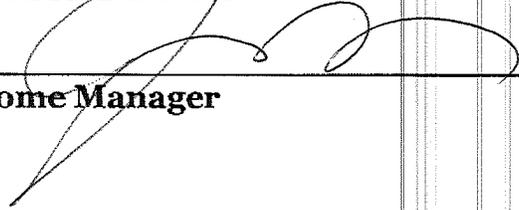
Competence for all the above administrative duties were established by the following:

*Jane has come to understand budgets + how to read them in VENA. She is very timely in submitting all assigned tasks.*

Date Competence was established 3/4/2021

**\*Key elements that should occur before individual provides service**

	<u>3/4/2021</u>
District Director	Date

	<u>3/4/21</u>
Home Manager	Date