



Orientation Checklist - Direct Care Staff

* To be completed on or before initial shadow shift

Name of Facility/Home: Niles
Employee Name: Dorothe Howard Date: 1-2021

Instructions: Check each item AFTER going over it with the Employee. The Employee and Home Manager will sign and date the form and then it is filed in the Employee's Training file.

NOTE: The DCS will not be ALLOWED to work ALONE with the Residents until this form, the Competency Assessment and all trainings are complete.

Confidentially, HIPAA, Recipient Rights and Organization Review

Initials:

- DH Confidentiality Review
- DH HIPAA Review
- DH Organizational Structure and Chain of Command
- DH Mission Statement/Philosophy of the Organization
- DH Tour of Facility - form given to DCS, if applicable
- DH Review of AFC Licensing Rules Act 218 and Location of Book
- DH Recipient Rights Review (Schedule class if one hasn't been scheduled yet)
- DH Review Abuse/Neglect/Confidentiality/Chapters 7&7A
- DH Review DCH Incident Report Form, Location & Use
- DH Review Licensing Incident Report, Event Tracking Tool, Location and Use in Electronic Resident Record
- DH Initial Training and Employee Database Complete with all Required Documentation
- DH House Rules Review and Location of Poster
- DH Corporate Compliance Plan Review and Training
- DH Electronic Medical Record Review and Password Given
- DH Electronic Resident Record Review and Password Given

Date Completed:

- _____ Classroom Mental Health/Gentle Teaching Training with Inga
If not complete, when is it scheduled? Date: _____
- DH Classroom CPI & CPR/First-Aid Training
If not complete, when is it scheduled? Date: _____
- DH Classroom Recipient Rights Training at CMH or with Sue
If not complete, when is it scheduled? Date: _____



Orientation Checklist - Direct Care Staff

Personnel Policy/Procedure Review

Initials:

- DH Personnel Policies Location on Website
- DH Employee Handbook Location on Website
- DH Benefit Information/Employer Required Notices Location on Website
- DH Payroll/Time Cards
- DH Make Employee Badge
- DH Mandatory Reporting of Tickets and Arrests
- DH Training and In-Services Mandatory and Annual
- DH Absence/Tardy Review
- DH Substance Abuse Policy Review
- DH FMLA Policy/Procedure Review
- DH Level System Review
- DH Progressive Action Procedure Review
- DH Workers Comp-Injury Reporting/Drug Testing
- DH Transportation Policy Review
- DH Sleeping on Duty will Not be Tolerated
- DH Attendance and Work Schedule Policy Review
- DH "Call Off" Procedure
- DH Bullard-Plawecki Act/"Right to Know" Act (written request to HR for copy on file...third party agencies' right to information from file) ex: when an allegation is substantiated and a progressive action is given to the external agency
- DH Unauthorized Leave of Absence (AWOL)
- DH Personal Care/CLS Log
- DH Shift Duties and Cleaning Schedule Review
- DH Resident Assignment Sheet and Transfer Protocol
- DH Visitor Protocol and Log Book
- DH Employee Phone/Cell Phone Use and Directory of All Employees
- DH Social Networking Policy Review
- DH Person Center Plan (PCP) and Behavior Plan (BP) Review
- DH Scheduling is at the need of the Organization first / Staff Meetings are Mandatory



Orientation Checklist - Direct Care Staff

Medical Review

Initials:

- DH Resident Medications Locations (PRN's, OTC, Controlled Substance, etc.)
- DH Universal Precautions
- DH Universal Precaution Supplies Locations
- DH Medication Sheets and Why We Use Them (Back up for EMAR)
- DH Seizure Protocol
- DH Health Care Appraisals - What are they and where are they located?
- DH Vitals Chart and How Often Completed
- DH Weight Log and How Often Completed
- DH Influenza Vaccine
- DH Hypo-Hyper Glycemic Protocol

Date Completed:

DH Medical Training with Nurse Manager

DH DMA Training

If not complete, when is it scheduled? Date: _____

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

- DH Orient to Where things are Kept and Located
- DH SDS Book and Revised Poster Location
- DH Utility Shutoffs
- DH First-Aid Kit
- N/A Door Alarm Shutoffs and Code
- DH Bio-Hazard Kit
- DH Fire Alarm Shutoffs
- DH Emergency Numbers
- DH Secured Cleaning Supplies
- DH Secured Resident Storage and how is it maintained
- DH Labeling/Dating Food/Fridge
- DH Food Preparation and Substitutions and Where to Document
- DH Resident Diets/Menu and Where to Document
- DH Emergency Preparedness Log Book
- DH Fire Drills and Place of Safety
- DH Tornado Drills and Place of Safety
- DH CPR Masks Location
- DH Evacuation Plans and Location of Safety
- DH All Hazards Commander
- DH Resident Case Book Location, if applicable



BEACON
Specialized Living

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Vehicle Orientation

Initials:

- DH Weekly Vehicle Inspection
- DH First-Aid Kit and Fire Extinguisher
- DH Mileage Log
- DH Insurance and Registration Location
- DH Cell Phone Policy
- DH Outing Log (In House)
- DH Van Accident Reporting
- DH Food, Drinks and Smoking Prohibited
- DH Posted Speed Limit
- DH Driving Requirements/Obeying the Law
- DH Valid Driver's License
- DH Report Speeding/Driving Violations
- DH Turning Corners and Wheelchairs
- DH Tie-Downs in Vans with Wheelchairs
- DH Seat Belts for ALL must be buckled
- DH Emergency Supply Contents Location
- DH Orange Cones Use

Date Completed:

DH Driver Training with Facility Maintenance Manager
If not complete, when is it scheduled? Date: _____

I acknowledge orientation training of the above with Beacon Specialized Living and have been thoroughly in-serviced. I understand that I have full access to Beacon's policies on the website at www.beaconemployee.com

I understand that I have 30 days to complete the Competency Assessment and turn it in to my Home Manager and J2S Human Resources Department (if applicable) when complete. I also understand that 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 Competency Assessment are to be uploaded into the Employee Database immediately when complete.

[Signature]
Employee Signature

Tom Howard
Home Manager Signature

3/22/21
Date

3/22/2021
Date

Hands on DMA Introductory

Glucose testing and procedure

Hypoglycemic/Hyperglycemic protocols

Insulin: Expiration, pens, syringes, administration, storage

Liquid medications

Bubble packs

Reading labels

EMAR and paper MAR

Controlled substance sheets

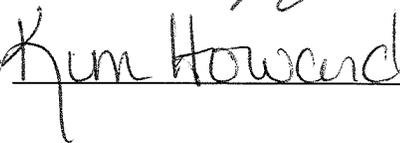
Advanced directives, DNR status, Hospice

Staff Signature



Date 03/22/21

Trainer Signature



Date 3/22/2021

DMA CLASSROOM TRAINING TEST

NAME: Dorothe Howard DATE: 03/24/21 SCORE: _____

1. Where should medication keys be kept?

Medication keys should be kept
on DMA at all times.

2. T F PRN is an abbreviation for as needed or whenever necessary.

3. T F NPO is an abbreviation for by mouth

4. T F Prescription medication, including dietary supplements, or individual special medical procedures do not need to have a physician or dentist order.

5. T F Prescription medications are to be kept in the original pharmacy container which is labeled for a specific resident, and locked and refrigerated if required.

6. T F You should preset each resident's medication in order to save time.

7. If a resident can't swallow their medications and needs to be crushed, we need:

- a. a pill crusher
- b. the resident to chew the pill
- c. a physician's order

8. The medication administration record (MAR) contains the following information:

- a. the medication, the side effects, and time to be administered.
- b. the medication, the dosage, the side effects
- c. the medication, the dosage, label instructions for use, and time to be administered
- d. the medication, dosage

9. The following information about each medication must be obtained before it is given:

- a. purpose of medication and therapeutic effect
- b. unwanted side effects
- c. any known drug interactions with drugs the resident is currently is taking
- d. a and c
- e. All of the above

DMA CLASSROOM TRAINING TEST

10. T F When medication is removed from the pharmacy-labeled container, it must be administered to the resident immediately by the person removing the medication from the container.
11. T F The initials of the person who administers the medication, must be entered at the time the medication is given.

12. List the 6 rights of Medication Administration:

right resident

Time and date

right medicine

route and method

right Dosage

Documentation

13. T F If the MAR is missing the initials of the staff who administered a medication and you cannot verify the medication was given, the resident's physician must be notified. This is a med error.
14. T F If the resident refuses to take their medication, you should record the refusal on EMAR and complete the Event report?
15. T F When a resident is going on a LOA (Leave of Absence), you should remove the meds from the bubble pack and place in another container and label the new container for the resident to take with him or her.
16. T F If a PRN medication is prescribed, you need to know what it is prescribed for, and the PRN medication can only be given for the reason it is prescribed.
17. T F When giving a PRN medication, record the reason for giving the PRN medication, follow-up with effectiveness one hour later, write a note that describes in detail what was observed.
18. T F Medication errors must be reported to the nurse and to the home manager. An event report must be completed.
19. T F It is important for the DMA to be familiar with the medications that is being administered to the residents. The DMA should also be familiar with common side effects.
20. T F It is not important for the DMA to be able to educate the resident about his or her medications.

DMA CLASSROOM TRAINING TEST

21. T F It is important to avoid distractions when preparing and or passing medications?
22. Prior to administering medications to a resident you should:
a. ask the resident to tell you his or her name
b. identify the resident with his or her photo on EMAR
c. hand them a glass of water
d. All of the above
23. What is the medication administration time frame?
a. half hour before and half hour after the correct administration time.
b. one hour before and one hour after the correct administration time
c. whenever the resident decides to take his or her medication
24. T F Good hand-washing technique is not important when you are passing medications.
25. T F When assisting a resident to apply a topical medication, it is alright to use your fingers to remove the medication form the jar.
26. T F Liquid medication is poured at eye level.
27. T F The resident has the right to refuse medication, but also has the right to know the consequences of refusing the medications.
28. T F Controlled substances must be counted by the on-coming shift (DMA) and the-going shift (DMA).
29. T F It is alright to store internal and external medications together.
30. T F When a blood sugar on a diabetic client is below 70, you should call the medical staff or on call personnel, and treat them with the hypoglycemic protocol and retest their blood sugar in 20 minutes?