



BEACON
Specialized Living

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: _____

Employee Name: Kristen Date: 7.8.21

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:

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

Date Completed:

- _____ Classroom Mental Health/Gentle Teaching Training with Inga
- 2021 Classroom CPI & CPR/First-Aid Training
- 2021 Classroom Recipient Rights Training
- 2021 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:

Explained / Visual / Basecamp



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Date Completed:

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

Books / Basecamp



Competency Assessment

Medical Review

Initials:

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

Date Completed:

- 2021 Medical Training with Nurse Manager
- 2021 DMA Training - If not completed, when is it scheduled for? _____
- 2021 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:
Med book / base camp
- _____
- _____
- _____



Competency Assessment - Direct Care Staff

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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

- Y N Have you participated in a Fire Drill? Where is the place of safety? _____
- Y N Have you participated in a Tornado Drill? Where is the place of safety? _____

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

Date Completed:

2021 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:

Books / Visual



Competency Assessment

Vehicle Orientation

Initials:

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

Date Completed:

- 2021 Driver Training with Facility Maintenance Manager
- 2021 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:

Books / Visual



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.

Kristi Goff
Employee Signature

7.8.21
Date

M. B. Q.
Home Manager Signature

7.8.21
Date