



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: Stanton Cottage

Employee Name: April 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:

- AM What is Confidentiality?
- AM What is HIPAA?
- 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?
- AM What is the Corporate Compliance Plan? What is its purpose?
- AM Who is the Corporate Compliance Officer for Beacon? Melissa Williams
- 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:

- 2021 Classroom Mental Health/Gentle Teaching Training with Inga
- on 06/20/21 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 / showed / Basecamp



## Competency Assessment

### Personnel Policy/Procedure Review

Initials:

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

Base Camp / Books



Competency Assessment

Medical Review

Initials:

- AKC Where are Resident Medications located (PRN's, OTC, Controlled Substance, etc.)?
- AKC What are Universal Precautions?
- AKC Where are Universal Precaution Supplies located?
- AKC When do we use Medication Sheets vs EMAR?
- AKC What is the Seizure Protocol?
- AKC What are Health Care Appraisals and where are they located?
- AKC What are Vitals and how often are they taken?
- AKC When are Weights completed?
- AKC Did you receive the Influenza Vaccine? Why or why not? no / personal choice
- AKC 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:  
Books / Visual



Competency Assessment - Direct Care Staff

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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

- Y  N Have you participated in a Fire Drill? Where is the place of safety? Pole by dumpster
- Y  N Have you participated in a Tornado Drill? Where is the place of safety? Ballroom w/ no windows by Room #3
- AME Where are CPR masks located?
- AME What is the Evacuation Plan for your home and where are the postings?
- AME Who is the All Hazards Commander?
- AME Where is the Resident Case Book located (if applicable)?

Date Completed:

7-8-21 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:

Books / Visuals



## Competency Assessment

### Vehicle Orientation

Initials:

- AM What is the Weekly Vehicle Inspection?
- AM Where is the First-Aid Kit and Fire Extinguisher?
- AM What is the Mileage Log?
- AM Where is the Insurance and Registration Located?
- AM Cell Phone Policy
- AM Where is the Outing Log (In House)?
- 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?
- AM What are the Emergency Supply Contents and where are they located in the van?
- AM When do you use the Orange Cones?

Date Completed:

- 02/21 Driver Training with Facility Maintenance Manager
- 02/21 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:

Books / Visual



## Competency Assessment - Direct Care Staff

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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.

April McCreery  
Employee Signature

7-8-21  
Date

[Signature]  
Home Manager Signature

7.8.21  
Date