



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: Roxanne Date: _____

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.

Confidentiality, HIPAA, Recipient Rights and Organization Review

Initials:

- What is Confidentiality?
- What is HIPAA?
- What is the Organizational Structure and Chain of Command?
- What is the Mission Statement/Philosophy of the Organization?
- What is AFC Licensing Rules Act 218 and where is the book located?
- What are Recipient Rights?
- 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
- 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:

Basecamp / Books



Competency Assessment

Medical Review

Initials:

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



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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.


Employee Signature

7-8-21
Date


Home Manager Signature

7.8.21
Date