

Competency Assessment - Direct Care Staff ▶ #211

Name of Facility/Home	South Boardman
Employee Name	Caitlin Armour
Date	Jul 01, 2015
Completion Status	Complete
Confidentiality, HIPPA, Recipient Rights and Organization Review	<ul style="list-style-type: none"> ✓ What is Confidentiality ✓ What is HIPPA ✓ What is the Organizational Structure and Chain of Command ✓ What is the Mission Statement/Philosophy of the Organization ✓ What is Recipient Rights ✓ What is the Corporate Compliance Plan? What is its purpose?
Who is the Corporate Compliance Officer for Beacon?	Barb Clark
	<ul style="list-style-type: none"> ✓ What is Abuse/Neglect/Confidentiality/Chapters 7 & 7A ✓ 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 Classroom Mental Health/Gentle Teaching Training with Inga Completed:	
Date Classroom CPI and CPR/FA Training Completed:	May 30, 2015
Date Classroom Recipient Rights Training Completed:	Jun 08, 2015
Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:	Caitlin was able to correctly answer questions and or show location of the above items.
Date	Jul 01, 2015
Personnel Policy/Procedure Review	<ul style="list-style-type: none"> ✓ Where are Personnel Policies Located ✓ Where is the Employee Handbook Location ✓ What is Payroll and when are time cards due and how are they to be filled out ✓ Walk Home Manager through the Web Site ✓ What is the Mandatory Reporting of Tickets and Arrest ✓ How often is Training and In-Services ✓ What is Absence/Tardy Policy ✓ What is Substance Abuse Policy ✓ What is Transportation Policy ✓ What is "Sleeping On Duty" Policy ✓ What is "Stay Until Relieved" Policy ✓ What is "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 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 Social Networking Policy
- ✓ What are PCP/BP's (Person Centered Plan and Behavior Plan Review)

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

Caitlin was able to correctly answer questions and or show location of the above items

Date

Jul 01, 2015

Medical Review

- ✓ Where are Resident Medication's Located (PRN's, OTC, Controlled Substance, etc...)
- ✓ What are Universal Precautions
- ✓ Where are Universal Precautions 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 and how often are Vitals taken
- ✓ When are Weights completed
- ✓ Did you receive the Influenza Vaccination and what is it?

Why or Why Not?

yes

- ✓ What is the Hypo-Hyper Glycemic Protocol

Date Medical Training with Nurse Manager Completed:

Jun 16, 2015

Date DMA Training Completed:

If DMA Training not completed when is it scheduled:

Jun 16, 2015

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

Caitlin was able to correctly answer questions and or show location of the above items

Date

Jul 01, 2015

Site Orientation, Menu Planning, MSDS and Fire Safety

- ✓ Where is the MSDS Book & Revised Poster Location
- ✓ Where are the Utility Shutoffs and when are they used
- ✓ Where is the First Aid Kit and when is it used
- ✓ Where are the Door Alarm Shutoffs and the Code , if applicable
- ✓ Where is the Bio Hazard Kit and when is it used
- ✓ Where is the Emergency Numbers
- ✓ Where is the Secured Cleansing Supplies kept

- What are the Resident Diets and where would you find them?
- Where is the Emergency Preparedness Log Book

Have you participated in a Fire Drill? NO

Where is the Place of Safety sign

Have you participated in a Tornado Drill NO

Where is the Place of Safety med room

- Where are CPR Masks Located
- What is the Evacuation Plan for your home and where are the postings
- Who is the All Hazards Commander

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

Caitlin was able to correctly answer questions and or show location of the above items.

Date Jul 01, 2015

Vehicle Orientation

- What is the Weekly Vehicle Inspection
- Where is the 1st Aid Kit/Fire Extinguisher
- What is the Mileage Log
- Where is the Insurance/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 Food/Drinks/Smoking are prohibited
- Following the Posted Speed Limit
- Following Driving Requirements/Obey Law

Do you have a Valid Driver's License YES

- When and How to Report Speeding/Driving Violations
- When do you wear Seat Belts and do you have to drive or leave the location if everyone is not buckled up
- What are the Emergency Supply Contents and where is it Located in Van
- When do you use the "Orange Cones"

Date Driver Training with Facility Maintenance Manager Completed:

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

Caitlin was able to correctly answer questions and or show location of the above items

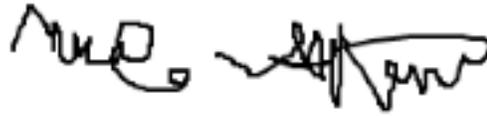
Date Jul 01, 2015

Employee Signature



Date Jul 01, 2015

Home Manager Signature

A handwritten signature in black ink, appearing to be 'M. J. ...', written on a white background.

Date Jul 01, 2015

For J2S Group Use Only

 **Entry Info**

Date Created 1 Jul 2015 - 11:30:26 AM

Date Updated

IP Address 209.165.254.250
