



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: Clarkston

Employee Name: Courtney Nickerson Date: 7/12/2021

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:

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

Date Completed:

- N/A Classroom Mental Health/Gentle Teaching Training with Inga
3/12/21 Classroom CPI & CPR/First-Aid Training
3/9/21 Classroom Recipient Rights Training
CLN Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:

Verbally



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Date Completed:

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

verbally



Competency Assessment

Medical Review

Initials:

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

Date Completed:

- 3/25/21 Medical Training with Nurse Manager
- 3/25/21 DMA Training - If not completed, when is it scheduled for? _____
- CLN Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:
Verbally



Competency Assessment - Direct Care Staff

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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

- N Have you participated in a Fire Drill? Where is the place of safety? End of driveway
- N Have you participated in a Tornado Drill? Where is the place of safety? front bathroom

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

Date Completed:

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



Competency Assessment

Vehicle Orientation

Initials:

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

Date Completed:

3/5/21 Driver Training with Facility Maintenance Manager

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

Verbally



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.

Courtney Nickerson 7/15/21
Employee Signature Date

Kathleen Adair 7/15/2021
Home Manager Signature Date