



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: Ariene

Employee Name: Alondra Lopez Date: 7-15-21

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.

Confidentiality, HIPAA, Recipient Rights and Organization Review

Initials:

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

Date Completed:

7-15-21 Classroom Mental Health/Gentle Teaching Training with Inga

Classroom CPI & CPR/First-Aid Training

Classroom Recipient Rights Training

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



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Date Completed:

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



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Medical Review

Initials:

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

Date Completed:

7-9-21 Medical Training with Nurse Manager

~~7-9-21~~ DMA Training - If not completed, when is it scheduled for? _____
Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:



Competency Assessment - Direct Care Staff

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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

- ☒ Y ☐ N Have you participated in a Fire Drill? Where is the place of safety? Mail box
- ☒ Y ☐ N Have you participated in a Tornado Drill? Where is the place of safety? Hallway

keys Where are CPR masks located?

Exit doors What is the Evacuation Plan for your home and where are the postings?

all NW Who is the All Hazards Commander?

office Where is the Resident Case Book located (if applicable)?

Date Completed:

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



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Vehicle Orientation

Initials:

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

Date Completed:

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



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.

Alondra W. Smith - Sept
Employee Signature

7-15-21
Date

[Signature]
Home Manager Signature

7/16/21
Date