

RS



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: Lantern Bay Site / Breakwater

Employee Name: Rodolfo Serratos Date: 7.14.21

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:

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

Date Completed:

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



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Date Completed:

7-14-21 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:



Competency Assessment

Medical Review

Initials:

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

Date Completed:

- 7-14-21 Medical Training with Nurse Manager
- 7-14-21 DMA Training - If not completed, when is it scheduled for? _____
- 7-14-21 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:

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

- Y N Have you participated in a Fire Drill? Where is the place of safety? outside
- Y N Have you participated in a Tornado Drill? Where is the place of safety? Bathrooms

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

Date Completed:

5-14-01 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:



Competency Assessment

Vehicle Orientation

Initials:

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

Date Completed:

7/5/21 Driver Training with Facility Maintenance Manager

7/5/21 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.

Rodolph L. Lopez

Employee Signature

7-14-21

Date

Roberta Clemens

Home Manager Signature

7-14-21

Date