



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: Cascades Home

Employee Name: Robert Hunt Date: 7/13/19

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:

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

Date Completed:

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

Hands on



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Date Completed:

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



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Medical Review

Initials:

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

Date Completed:

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



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Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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

- ☒ XY ☒ RLT Have you participated in a Fire Drill? Where is the place of safety? _____
- ☒ XY ☒ RLT Have you participated in a Tornado Drill? Where is the place of safety? _____

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

Date Completed:

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



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Vehicle Orientation

Initials:

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

Date Completed:

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



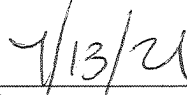
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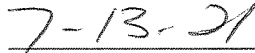
I understand that I have 30 days to complete the Competency Assessment and turn it in to my Home Manager when complete. I also understand if the Competency Assessment is not complete within 30 days of the initial shadow shift, I may be removed from the schedule until it is complete. (At any time during 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


Date


Home Manager Signature


Date