



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: Stanton Lodge

Employee Name: Ashley Pearson

Date: 7.20.2021

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:

ALP

What is Confidentiality?

ALP

What is HIPAA?

ALP

What is the Organizational Structure and Chain of Command?

ALP

What is the Mission Statement/Philosophy of the Organization?

ALP

What is AFC Licensing Rules Act 218 and where is the book located?

ALP

What are Recipient Rights?

ALP

What is the Corporate Compliance Plan? What is its purpose?

ALP

Who is the Corporate Compliance Officer for Beacon? Melissa William

ALP

What is Abuse/Neglect/Confidentiality/Chapters 7 & 7A?

ALP

Where is DCH Incident Report Form kept and why do we use them?

ALP

Incident Report/Event Tracking Tool/Location and when is it used?

ALP

What is House Rules and where is it located?

ALP

Electronic Medical Record Review

ALP

Electronic Resident Record Review

Date Completed:

_____ 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:

Onsite Camp / Home books



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Date Completed:

2021 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:

Basecamp / F



BEACON
Specialized Living

Competency Assessment

Medical Review

Initials:

ALP

Where are Resident Medications located (PRN's, OTC, Controlled Substance, etc.)?

ALP

What are Universal Precautions?

ALP

Where are Universal Precaution Supplies located?

ALP

When do we use Medication Sheets vs EMAR?

ALP

What is the Seizure Protocol?

ALP

What are Health Care Appraisals and where are they located?

ALP

What are Vitals and how often are they taken?

ALP

When are Weights completed?

ALP

Did you receive the Influenza Vaccine? Why or why not? NO

ALP

What is the Hypo-Hyper Glycemic Protocol?

Date Completed:

Medical Training with Nurse Manager

DMA Training - If not completed, when is it scheduled for? _____

2021

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

BaseCamp / Emar



BEACON
Specialized Living

Competency Assessment

Vehicle Orientation

Initials:

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

Date Completed:

____ Driver Training with Facility Maintenance Manager

2021 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:

Van boole



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.

Ashley Pearson
Employee Signature

7/20/2021
Date

[Signature]
Home Manager Signature

7.20.21
Date