



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: Lateon Bay / one's point

Employee Name: Besca n Bahr Date: 7-20-21

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:

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

Date Completed:

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



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Date Completed:

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



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Medical Review

Initials:

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

Date Completed:

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

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

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

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

Date Completed:

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



Competency Assessment

Vehicle Orientation

Initials:

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

Date Completed:

- BSG Driver Training with Facility Maintenance Manager
- BSG 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