



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: Galesburg

Employee Name: Aaron Gooden-Davis Date: 7.20.01

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:

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

Date Completed:

- KG 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:

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



Competency Assessment

Medical Review

Initials:

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

Date Completed:

- _____ Medical Training with Nurse Manager
- _____ 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:

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

- _____ Where are CPR masks located?
- _____ What is the Evacuation Plan for your home and where are the postings?
- _____ Who is the All Hazards Commander?
- _____ 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:



Competency Assessment

Vehicle Orientation

Initials:

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

Date Completed:

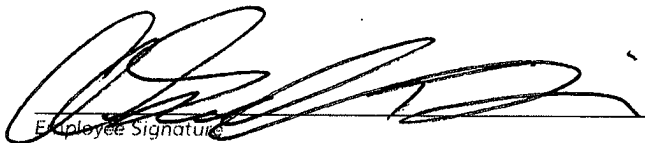
- _____ Driver Training with Facility Maintenance Manager
- _____ Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:



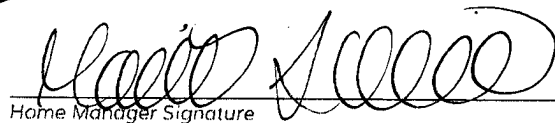
Competency Assessment - Direct Care Staff

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.


Employee Signature

7-20-21
Date


Home Manager Signature

7/21/21
Date