



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: Schoolcraft North

Employee Name: Robert DeRushig

Date: 7/15/2021

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.

Confidentiality, HIPAA, Recipient Rights and Organization Review

Initials:

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

Date Completed:

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



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Date Completed:

- RJD 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:

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

- ☒ Y ☐ N Have you participated in a Fire Drill? Where is the place of safety? Pole Position End of Driveway
- ☒ Y ☐ N Have you participated in a Tornado Drill? Where is the place of safety? N/S HALLWAY

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

Date Completed:

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



Competency Assessment

Medical Review

Initials:

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

Date Completed:

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



BEACON
Specialized Living

Competency Assessment

Vehicle Orientation

Initials:

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

Date Completed:

- RTD Driver Training with Facility Maintenance Manager
- RTD 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