



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: BEACON PALM

Employee Name: SHARON PULLARDO

Date: 1/13/2020

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:

SP

What is Confidentiality?

SP

What is HIPAA?

SP

What is the Organizational Structure and Chain of Command?

SP

What is the Mission Statement/Philosophy of the Organization?

SP

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

SP

What are Recipient Rights?

SP

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

SP

Who is the Corporate Compliance Officer for Beacon? Melissa Williams

SP

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

SP

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

SP

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

SP

What is House Rules and where is it located?

SP

Electronic Medical Record Review

SP

Electronic Resident Record Review

SP

Date Completed:

SP

Classroom Mental Health/Gentle Teaching Training with Inga

SP

Classroom CPI & CPR/First-Aid Training

SP

Classroom Recipient Rights Training

SP

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



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Date Completed:

7/24/21 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:



Competency Assessment

Medical Review

Initials:

SP

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

SP

What are Universal Precautions?

SP

Where are Universal Precaution Supplies located?

SP

When do we use Medication Sheets vs EMAR?

SP

What is the Seizure Protocol?

SP

What are Health Care Appraisals and where are they located?

SP

What are Vitals and how often are they taken?

SP

When are Weights completed?

SP

Did you receive the Influenza Vaccine? Why or why not? _____

SP

What is the Hypo-Hyper Glycemic Protocol?

Date Completed:

S

Medical Training with Nurse Manager

6/4/21

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

7/24/21

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:

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

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

Date Completed:

7/24/20 Competence for the above items was demonstrated to the Home Manager/Trainer by way of the following:



Competency Assessment

Vehicle Orientation

Initials:

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

Date Completed:

7/24/21 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.

A handwritten signature in black ink, appearing to be "JL", written over a horizontal line.

Employee Signature

The date "07/24/2021" handwritten in black ink over a horizontal line.

Date

A handwritten signature in black ink, appearing to be "Mungue Johnson", written over a horizontal line.

Home Manager Signature

The date "7/24/21" handwritten in black ink over a horizontal line.

Date