



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 Springs West

Employee Name: Julia Welp 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.

Confidentiality, HIPAA, Recipient Rights and Organization Review

Initials:

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

Date Completed:

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

Understands the details above



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Date Completed:

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

could use some more training



Competency Assessment

Medical Review

Initials:

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

JLW What are Universal Precautions?

JLW Where are Universal Precaution Supplies located?

JLW When do we use Medication Sheets vs EMAR?

JLW What is the Seizure Protocol?

JLW What are Health Care Appraisals and where are they located?

JLW What are Vitals and how often are they taken?

JLW When are Weights completed?

JLW Did you receive the Influenza Vaccine? Why or why not? No

_____ 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:

Staff needs more training



Competency Assessment - Direct Care Staff

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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

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

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

understands this information



Competency Assessment

Vehicle Orientation

Initials:

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

Staff understands in formation



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	<u>Julie Welp</u>	Date	<u>07-21-21</u>
Home Manager Signature	<u>[Signature]</u>	Date	<u>7/21/21</u>