



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: Philip O. Ankumah Date: 7/23/21

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:

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

Date Completed:

POA Classroom Mental Health/Gentle Teaching Training with Inga

POA Classroom CPI & CPR/First-Aid Training

POA Classroom Recipient Rights Training

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

For the most part understands procedures above



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

Understands this information



Competency Assessment

Medical Review

Initials:

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

needs more training



Competency Assessment - Direct Care Staff

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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

could use a little more training



Competency Assessment

Vehicle Orientation

Initials:

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

understands the details above



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

7-23-2021
Date


Home Manager Signature

7/23/21
Date