BEACON
Specialized Living

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: *Lantern Bay / Anchor Point*

Employee Name: *Earl Watson-Padilla*   Date: *7/29/21*

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:

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

Date Completed:

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

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Personnel Policy/Procedure Review

Initials:

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

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

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_____
_____
_____

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Medical Review

Initials:

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

__BSG___ What are Universal Precautions?

__BSG___ Where are Universal Precaution Supplies located?

__BSG___ When do we use Medication Sheets vs EMAR?

__BSG___ What is the Seizure Protocol?

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

__BSG___ What are Vitals and how often are they taken?

__BSG___ When are Weights completed?

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

__BSG___ What is the Hypo-Hyper Glycemic Protocol?

Date Completed:

__BSG___ Medical Training with Nurse Manager

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

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

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Competency Assessment

Vehicle Orientation

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

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

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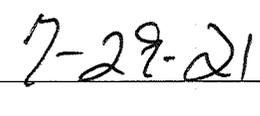
Competency Assessment - Direct Care Staff

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.
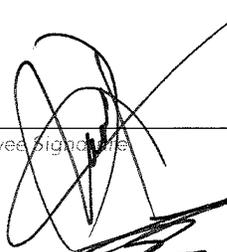
_____   07/29/21
Employee Signature   Date
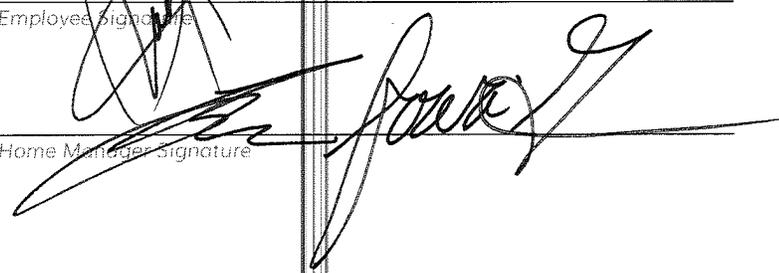
_____   7-28-21
Home Manager Signature   Date