



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: Saginaw

Employee Name: Roqueneshia McCullough

Date: 8/5/21

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:

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

Date Completed:

Classroom Mental Health/Gentle Teaching Training with Inga

7/29/21 Classroom CPI & CPR/First-Aid Training

Classroom Recipient Rights Training

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

knowing where to find documents, policies + the meaning behind confidentiality + HIPAA



Competency Assessment

Personnel Policy/Procedure Review

Initials:

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

knowing the policy & knowing where to find them on Beacon website



Competency Assessment

Medical Review

Initials:

RM
RM
RM
RM
RM
RM
RM
RM
RM
RM

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

I don't think it's safe/
effective

Date Completed:

7/28/21 Medical Training with Nurse Manager

7/28/21 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:

Going through DMA training + Understanding how to take weights + vitals



Competency Assessment - Direct Care Staff

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

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

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

Knowing where everything is in the home, knowing how to find/locate items + understanding the need for them



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.

[Handwritten Signature]

Employee Signature

8/12/21

Date

[Handwritten Signature]

Home Manager Signature

8.16.21

Date



Direct Care Staff Documentation Policy

Purpose: To clarify the standards and expectations of direct care staff documentation. This will also provide accurate, timely, and client driven documentation.

Policy: Direct care staff should complete the appropriate note (e.g., progress note and/or miscellaneous note) in the electronic medical record at the conclusion of each shift. All notes must be reviewed and finalized in the electronic medical record by a designated staff at within 2 business days.

Procedure: Documentation is an important record of information about services provided, they must:

1. Record detailed notes of all contact.
2. Record facts.
3. NEVER include judgemental opinions, stereotypical comments or offensive statements.
4. Do NOT make statements that you cannot defend in a court of law.
5. Use clear, simple, concise language.
6. Do NOT use slang or informal speech when documenting. Keep it professional.

Documentation must include the following;

- Date
- Time
- Notes must relate to the individual's goals and to the services identified in the person centered plan.
- Notes should be written for someone who does not know the customer.

Notes should be fact or observation based, and not the direct care staff's opinion unless expressly stated as such.

Staff notes are to be recorded in a timely manner at the conclusion of their shift. It is the expectation that best practice is the ultimate goal. Best practice is that staff enters their notes in the electronic medical record by the conclusion of their shift. The notes would then be finalized by the lead staff or designee at the conclusion of their shift.