

BEACON SPECIALIZED LIVING SERVICES, INC.

COMPETENCY ASSESSMENT - DIRECT CARE STAFF  
(MUST BE COMPLETED WITH-IN 30 DAYS OF SHADOW SHIFT)

Name of Facility/Home: Lifestyles - Muskegon

Employee Name: Benjamin Moyer

Date: 01/22/13

**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. This form MUST be complete with-in 30 days of the shadow shift and turned in to the Home Manager. 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.

**Initials**

**Confidentially, HIPAA, Recipient Rights and Organization Review**

- 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 is Recipient Rights
- BM What is the Corporate Compliance Plan? What is its purpose? Who is the Corporate Compliance Officer for Beacon? MELISSA WILLIAMS
- 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 Classroom Mental Health/Gentle Teaching Training with Inga Completed: 05/16/12 - 06-26-2012

Date Classroom CPI and CPR/First Aid Training Completed: 09/23/2011

Date Classroom Recipient Rights Training Completed: 01/18/12

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

BEN DEMONSTRATED COMPETENCY IN THE AREAS

ADDRESSED ABOVE THROUGH TRAININGS, DISCUSSIONS AND

OBSERVATION.

Date: 01/25/13

**Initials**

**Personnel Policy/Procedure Review**

- BM Where are Personnel Policies Located
- BM Where is the Employee Handbook Location
- BM What is Payroll and when are time cards due and how are they to be filled out
- BM Walk Home Manager thru the Web-site
- BM What is the Mandatory Reporting of Tickets and Arrest
- BM How often is Training and In-Services
- BM What is Absence/Tardy Policy
- BM What is Substance Abuse Policy
- BM What is Transportation Policy
- BM What is "Sleeping On Duty" Policy
- BM What is "Stay Until Relieved" Policy
- BM What is "Call Off" Procedure
- BM What is the Bullard-Plawecki Act/ "Right to Know" Act
- BM What is a Resident Leave of Absence
- BM What constitutes an unauthorized Leave of Absence (AWOL)
- BM When and how is the Personal Care/ CLS Log used
- BM What are Shift Duties and Cleaning Schedule
- BM What is the Resident Assignment Sheet and Transfer Protocol
- BM What is the Visitor Protocol and Log Book
- BM What is Employee Phone/Cell Phone use and Directory of all Employees
- BM What is Social Networking Policy
- BM What are PCP/BP's (Person Centered Plan and Behavior Plan Review)

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

BEN DEMONSTRATED COMPETENCY IN THE ABOVE AREAS THROUGH TRAININGS, OBSERVATION AND DISCUSSIONS WITH THE HOME MANAGER

Date: 01/25/13

**Initials**

**Medical Review**

- BM Where are Resident Medication's Located (PRN's, OTC, Controlled Substance, etc..)
- BM What are Universal Precautions
- BM Where are Universal Precaution Supplies Located
- BM When do we use Medication Sheets vs EMAR
- BM What is the Seizure Protocol
- BM What are Health Care Appraisals and where are they located
- BM What and how often are Vitals taken
- BM When are Weights completed
- BM Did you receive the Influenza Vaccination and what is it? Why or Why not? No, did not wish to risk illness.
- BM What is the Hypo-Hyper Glycemic Protocol

Date Medical Training with Nurse Manager Completed: DATE UNKNOWN - (PS) WAS COMPLETED AT APARTMENT OFFICE WITH GERI

Date DMA Training Completed: 01/16/2012

If DMA Training not completed when is it scheduled: N/A

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

BEN DEMONSTRATED COMPETENCY IN THE ABOVE AREAS THROUGH TRAININGS, DISCUSSIONS AND OBSERVATION

Initials

Date: 01/25/13

**Site Orientation, Menu Planning, MSDS and Fire Safety**

- BM Where is the MSDS Book & Revised Poster Location
- BM Where are the Utility Shutoffs and when are they used
- BM Where is the First Aid Kit and when is it used
- BM Where are the Door Alarm Shutoffs and the Code, if applicable
- BM Where is the Bio Hazard Kit and when is it used
- BM How do you use the Fire Alarm Shutoffs
- BM Where is the Emergency Numbers
- BM Where is the Secured Cleaning Supplies kept
- BM Where is the Secured Resident Storage and how is it maintained
- BM How do you Label/Date Food
- BM Where do you document substitutions to the menu
- BM What do you do in order to prepare for meals and what is to be worn
- BM What are the Resident Diets and where would you find them?
- BM Where is the Emergency Preparedness Log Book
  
- BM Have you participated in a Fire Drill  YES OR NO and where is the Place of Safety Dumpster's
  
- BM Have you participated in a Tornado Drill  YES OR NO and where is the Place of Safety BATHROOM OR HALL CLOSET
  
- BM Where are CPR Masks Located
- BM What is the Evacuation Plan for your home and where are the postings
- BM Who is the All Hazards Commander
- BM Where is the Resident Case Book Located, if applicable

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

BEN DEMONSTRATED COMPETENCY IN THE ABOVE AREAS THROUGH TRAININGS, DISCUSSIONS AND OBSERVATION

Date: 01/25/13

Initials

**Vehicle Orientation**

- BM What is the Weekly Vehicle Inspection
- BM Where is the 1<sup>st</sup> Aid Kit/Fire Extinguisher
- BM What is the Mileage Log
- BM Where is the Insurance/Registration Located
- BM Cell Phone Policy
- BM Where is the Outing Log (in House)
- BM How do you report a Van Accident and where is the form located
- BM Why Food/Drinks/Smoking are prohibited

- ~~BM~~ Following the Posted Speed Limit
- ~~BM~~ Following Driving Requirements/Obey Law
- ~~BM~~ Do you have a Valid Driver's License (please circle) YES OR NO

- ~~BM~~ When and How to Report Speeding/Driving Violations
- ~~BM~~ How to Turn Corners and why is it important with Wheelchairs
- ~~BM~~ How do you use Tie-Downs in Van for Wheelchairs
- ~~BM~~ When do you wear Seat Belts and do you have to drive or leave the location if everyone is not buckled up
- ~~BM~~ What are the Emergency Supply Contents and where is it Located in Van
- ~~BM~~ When do you use the "Orange Cones"

Date Driver Training with Facility Maintenance Manager Completed: 05/17/12

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

BEN DEMONSTRATED COMPETENCY IN THE  
ABOVE AREAS THROUGH TRAININGS, OBSERVATION  
AND DISCUSSIONS WITH THE HOME MANAGER  
 Date: 01/25/13

I understand that I have 30-days to complete the "attached" Competency Assessment and turn it in to my Home Manager and J2s Human Resource Dept, (if applicable), when complete. I also understand if the Competency Assessment is not complete with-in 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.

[Signature]  
 Employee Signature

01/22/13  
 Date

[Signature]  
 Home Manager

01/25/13  
 Date