

Day Two

Organizational Review

☒ Mission Statement –

Since 1978, Beacon Specialized Living has cared for individuals with disabilities and mental health needs. Our mission is to provide high quality, gentle, compassionate, evidence-based care to help the people we serve reach their goals and live rich lives.

☒ Beacon's Purpose

REVIEW Letter from the CEO. ASK how can the Learner uphold Beacon's Purpose in their everyday work?

☒ iCare Values –

We believe that everyone, regardless of their abilities, deserves to be a full member of their community.

- Integrity: Act honestly, speak the truth, and deliver on promises.
- Compassion: Be compassionate, caring, and gentle in all that we do.
- Advocacy: Encourage and invest in new ideas that elevate equality and community.
- Respect: Encourage a variety of thoughts that reflect the diversity in our markets, customers, and workforce.
- Excellence: Consistently deliver high quality services that have a positive impact.

☒ Beacon's Services –

REVIEW the services Beacon provides and which services are provided to your Residents.

☒ Organizational Structure –

REVIEW Organizational Structure by identifying Home Manager, District Direct, and Vice-President.

☒ Beacon's System & Process Index -

REVIEW Beacon's Systems & Process Index found in Beacon's Basecamp in the Tell Me How Tab.

☒ Tell Me Hows (TMHs) -

REVIEW the location of the TMHs on Beacon's Basecamp.

☒ Chain of Command -

REVIEW policy [HR-005].

Tour of Med Room

☒ Resident Medication Locations -

- Schedule
- TELL how resident's are identified during medical administration: name, picture in NextStep, and/or asking another staff member to confirm the resident's identify.
- PRN
 - REVIEW Policy [MM-004].
- OTC
- Controlled Substances
 - SHOW & TELL the double lock system and count sheets.
- CLIA Certificate
 - Monitoring and Reviewing Medication Expiration Dates
- Medication Storage Policy
 - REVIEW Medication Storage Policy [MM-009]
 - REVIEW temperature requirements for the medication refrigerator (36-46 degrees F). SHOW where to find the Daily Medication Refrigerator Temperature Log in Basecamp under Forms.

☒ Hypo-Hyper Glycemic Protocol -

SHOW & TELL the location of the Med Room Poster Book and describe the contents. REVIEW Hypoglycemia and Hyperglycemia Protocol [MM-002] [MM-003].

☒ Seizure Protocol -

REVIEW the Seizure Protocol Policy [MM-019] within the Med Room Poster Book.

☒ Universal Precautions & Supplies -

REVIEW location of supplies and the protocol for use of each item.

☒ eMAR -

REVIEW eMAR with the Learner.

☒ Paper MAR -

SHOW & TELL location and use of Paper MAR.

☒ NextStep -

TELL NextStep is the system that houses Resident information. Provide the Learner with their username and log-on credentials. DO have the Learner review notes. DEMONSTRATE how to complete chart notes. Have the Learner chart notes later in the afternoon. ADDITIONAL TRAINING, documentation training is held every Wednesday for new hire employees or individuals requesting refresher training. ASK the Learner if they have attended the training or if they would like to re-attend as a refresher. Contact Beacon's Operations Trainer for an invite.

☒ Health Care Appraisals -

SHOW location of Health Care Appraisals in NextStep. REVIEW when Health Care Appraisals are done by the Nurse and tracked by the Home Manager or DSP Lead: Resident intake or transfer (90 days prior to intake/transfer or day of admission); annually; and as required to double check vitals and weight.

☒ Vitals Chart & Weight Log -

TELL vitals and weight are charted every month, in Nextstep and logs, on the 1st and additional times based on the frequency written in the Physician's order in NextStep. REVIEW Vital Signs Monitoring [MM-020].

☒ Clinical and Medical On-Call Policy

REVIEW Policies [MM-053] [MM-045]. SHOW location of Clinical and Medical on-call information in the medication room. REVIEW process. 1. Call and leave a

message. 2. Wait for return call. 3. Call and leave another message if you do not receive a call back within 10 minutes. If this is an emergency call 911.

☒ Influenza Vaccine –

TELL Influenza Vaccines are offered yearly with no cost. REVIEW Resident Immunization Policy [CTS-019].

☒ COVID Screening Residents, Visitor & Staff Protocol –

- WATCH Video
- REVIEW COVID 19 Resources on ADP Home Page

☒ COVID Vaccine Policy –

REVIEW COVID 19 Vaccination Policy.

☒ COVID Testing –

exposure, symptoms required, decision chart COVID 19 Emergency Response Decision Tree found on the ADP Home Page under COVID 19 Resources.

Public Outing Activity

- ☒ Learner will shadow other DSPs and Residents during a public outing in the community. This activity could be to a public park, grocery or other big box store, or recreational facility, i.e.: bowling, fishing, etc.

Remember the residents should choose the outings. Often the PCP will contain suggestions of outings for an individual.

Day Two Assessment

- ☒ Learner completes DSP Shadow Shift Day Two Assessment in Star Services/LMS