



# 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: Mission Point

Employee Name: Xavier Foster

Date: 10-15-2021

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:

- What is Confidentiality? Keeping sensitive information private
- What is HIPAA? Portability and Accountability
- What is the Organizational Structure and Chain of Command?
- What is the Mission Statement/Philosophy of the Organization?
- What is AFC Licensing Rules Act 218 and where is the book located?
- What are Recipient Rights? residents have the same right as ever
- What is the Corporate Compliance Plan? What is its purpose?
- Who is the Corporate Compliance Officer for Beacon? Melissa Williams
- What is Abuse/Neglect/Confidentiality/Chapters 7 & 7A? Not taking care of the resident
- Where is DCH Incident Report Form kept and why do we use them? in med room
- Incident Report/Event Tracking Tool/Location and when is it used? in a cabinet
- What is House Rules and where is it located? located in kitchen you use it when an incident happens
- Electronic Medical Record Review
- Electronic Resident Record Review

Date Completed:

- Classroom Mental Health/Gentle Teaching Training with Inga
- 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:



# BEACON Specialized Living

## Competency Assessment

### Personnel Policy/Procedure Review

Initials:

- \_\_\_\_\_ Where are the Personnel Policies located? *lock cabinet*
- \_\_\_\_\_ Where is the Employee Handbook located? *lock cabinet*
- \_\_\_\_\_ What is Payroll, when are time cards due, and how are they to be filled out? *How do you get your money*
- \_\_\_\_\_ Walk Home Manager through the website *ADP*
- \_\_\_\_\_ What is the mandatory reporting of Tickets and Arrest? *Report it to the manager*
- \_\_\_\_\_ How often is Training and In-Services? *Annual*
- \_\_\_\_\_ What is the Absence/Tardy policy? *Can be fired*
- \_\_\_\_\_ What is the Substance Abuse policy? *DONT do it*
- \_\_\_\_\_ What is the Transportation policy? *Drive with care*
- \_\_\_\_\_ What is the "Sleeping on Duty" policy? *Not tolerable*
- \_\_\_\_\_ What is the "Stay Until Relieved" policy? *wait until ~~next~~ Next staff comes in*
- \_\_\_\_\_ What is the "Call Off" procedure? *Get someone to cover you*
- \_\_\_\_\_ What is the Bullard/Plawecki Act/"Right to Know" Act?
- \_\_\_\_\_ What is a Resident Leave of Absence? *AWOL*
- \_\_\_\_\_ What constitutes an Unauthorized Leave of Absence (AWOL)?
- \_\_\_\_\_ When and how is the Personal Care/CLS log used? *every day*
- \_\_\_\_\_ What are Shift Duties and the Cleaning Schedule? *Cleaning is everyday*
- \_\_\_\_\_ What is the Resident Assignment Sheet and Transfer Protocol?
- \_\_\_\_\_ What is the Visitor Protocol and Log Book? *visitor must sign in*
- \_\_\_\_\_ What is Employee Phone/Cell Phone Use and Directory of All Employees? *No cell phone uses*
- \_\_\_\_\_ What is the Social Networking Policy? *Out in the community*
- \_\_\_\_\_ What are Person Centered Plans (PCP) and Behavior Plans (BP)? *A plan to help track resident behavior*

Date Completed:

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

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# BEACON Specialized Living

## Competency Assessment

### Medical Review

Initials:

- \_\_\_\_\_ Where are Resident Medications located (PRN's, OTC, Controlled Substance, etc.)? *med room*
- \_\_\_\_\_ What are Universal Precautions? *used everywhere*
- \_\_\_\_\_ Where are Universal Precaution Supplies located? *med room*
- \_\_\_\_\_ When do we use Medication Sheets vs EMAR? *emergency*
- \_\_\_\_\_ What is the Seizure Protocol? *follow protocol*
- \_\_\_\_\_ What are Health Care Appraisals and where are they located? *in med room*
- \_\_\_\_\_ What are Vitals and how often are they taken? *when theres a med emergency*
- \_\_\_\_\_ When are Weights completed? *as needed*
- \_\_\_\_\_ Did you receive the Influenza Vaccine? Why or why not? *yes because I wanted it*
- \_\_\_\_\_ What is the Hypo-Hyper Glycemic Protocol? *follow 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:

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Competency Assessment - Direct Care Staff

Site Orientation, Menu Planning, SDS and Fire Safety

Initials:

- \_\_\_\_\_ Where is the SDS Book and Revised Poster Location? *Kitchen*
- \_\_\_\_\_ Where are the Utility Shutoffs and when are they used? *Basement*
- \_\_\_\_\_ Where is the First-Aid Kit and when is it used? *on wall in living room*
- \_\_\_\_\_ Where are the Door Alarm Shutoffs and the code, if applicable? *Basement*
- \_\_\_\_\_ Where is the Bio-Hazard Kit and when is it used? *med room*
- \_\_\_\_\_ How do you use the Fire Alarm Shutoffs? *Basement*
- \_\_\_\_\_ Where are the Emergency Numbers? *med room*
- \_\_\_\_\_ Where are the Secured Cleaning Supplies kept? *in kitchen cabinet*
- \_\_\_\_\_ Where is the Secured Resident Storage and how is it maintained? *in garage*
- ~~\_\_\_\_\_~~ How do you Label & Date Food? *yes to Date*
- \_\_\_\_\_ Where do you document substitutions to the menu? *kitchen menu chart*
- \_\_\_\_\_ What do you do in order to prepare for meals and what is to be worn? *gloves and hair net*
- \_\_\_\_\_ What are the Resident Diets and where would you find them? *Kitchen*
- \_\_\_\_\_ Where is the Emergency Preparedness Log Book? *in ~~the~~ locked cabinet*
- N Have you participated in a Fire Drill? Where is the place of safety? \_\_\_\_\_
- N Have you participated in a Tornado Drill? Where is the place of safety? \_\_\_\_\_
- \_\_\_\_\_ Where are CPR masks located? *garage*
- \_\_\_\_\_ What is the Evacuation Plan for your home and where are the postings? *Basement*
- \_\_\_\_\_ Who is the All Hazards Commander? *FEMA*
- \_\_\_\_\_ Where is the Resident Case Book located (if applicable)? *in locked cabinet*

Date Completed:

\_\_\_\_\_ 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:

- \_\_\_\_\_ What is the Weekly Vehicle Inspection?
- \_\_\_\_\_ Where is the First-Aid Kit and Fire Extinguisher? *under the seat*
- \_\_\_\_\_ What is the Mileage Log? *inside company vehicles*
- \_\_\_\_\_ Where is the Insurance and Registration Located?
- \_\_\_\_\_ Cell Phone Policy *No phones to be used*
- \_\_\_\_\_ Where is the Outing Log (In House)? *in locked cabinet*
- \_\_\_\_\_ How do you report a Van Accident and where is the form located? *calling your manger*
- \_\_\_\_\_ Why are Food, Drinks and Smoking prohibited? *company policy*
- \_\_\_\_\_ Following the Posted Speed Limit *yes*
- \_\_\_\_\_ Following Driving Requirements/Obeying the Law *yes*
- Y  N Do you have a Valid Driver's License? *yes*
- \_\_\_\_\_ When and How to Report Speeding/Driving Violations *to manger*
- \_\_\_\_\_ How to Turn Corners and why is it important with Wheelchairs *so the resident don't get hurt*
- \_\_\_\_\_ How do you use Tie-Downs in Vans with Wheelchairs? *tight*
- \_\_\_\_\_ When do you wear seat belt and do you drive or leave the location if everyone isn't buckled? *anytime*
- \_\_\_\_\_ What are the Emergency Supply Contents and where are they located in the van? *first aid kit you get in the car*
- \_\_\_\_\_ 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:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



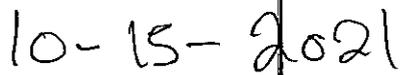
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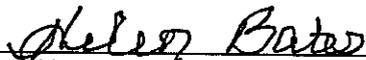
Competency Assessment - Direct Care Staff

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.

  
\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Home Manager Signature

  
\_\_\_\_\_  
Date