



BEACON
Specialized Living

Training Acknowledgment

Employee Name: Shana Shelton Policy/Procedure/Topic: December Staff Meeting
Trained By: Diasheera Jackson Date Trained: 12/15/2021

I acknowledge that I have received training on the above topic, along with supporting policies, forms and procedures.

I understand that it is my responsibility to adhere to the requirements of the training fully, and if I do not understand my responsibility or need clarification, I will seek immediate assistance from a Home Manager in order to act in accordance with state policy, procedures and company expectations.

I understand that this Training Acknowledgment will become part of my permanent employment record, and that failure to apply the principles I was taught in my training will result disciplinary action, up to and including my termination of employment for failure to follow company policy.

Shana Shelton

Employee Signature

12/15/21

Date

Diasheera Jackson

Home Manager Signature

12/16/21

Date

Copy to Employee
Copy to Employee Personnel File/HR

Saginaw Home

Heyyyyyy Heyyyyyy Saginaw Team!!!!!!!

December Meeting!

First, I would like to say Thanks you so much for being SO GREAT!!!!!! And stepping up to the plate. YOU GUYS ARE GREATLY APPRECIATED!!!!!!

- **Building a rapport** with residents. Not everyone will have the same relationship with each resident. The way you talk and see a staff interact with a resident won't be the same way you would be.
- BOUNDARIES!!!! Are important.
- You can't ask residents for their own items; you can't ask them to use their stuff or give you anything.
- When an issue, concern or problem occurs with a resident don't argue with them or continue to engage with them. Let them talk or argue with themselves.
- Stand your ground, don't be too nice, or come off mean be respectful.
- No talking about other residents in front of residents! Be discrete. If you have an issue or concern or want to get something off your chest txt the group chat.
- We need to stay on the same page with the residents so continue to COMMUNICATE!!! Good behavior and bad.

- Our jobs literally are to **Remind, Prompt, and Assist** when needed.
- Be respectful to residents and fellow staff. Reminder we are all adults here and we must give respect to get it in return. The residents are here for a reason. Not everything is intentional.
- Remind them that their feelings matter even if their point or argument makes no sense. Please Validate their feelings because they do matter and sometimes, they need to be reminded.

Documentation

- Your Documentation is looking good, please be sure everything is being completed at the end of your shift and you are giving as much detail as possible.
- Use words like **Reminded, Prompted, and Assisted**. When stating what staff did. **Don't use I told, or Staff told, or made.**
- When to call on call Clinical and On Call Medical. After hours between the times of 5pm and 7am.
- Clinical – for behaviors.
- Medical- medications, or serious injuries.
- an IR should be written for all medication refusals.
- When passing medications make sure you are passing inside the timeframe even if they are refusing. I need all pictures to turn grey!! – Use the drop-down exceptions for refusals, LOA, and any other exception needed.

- **Daily Care Logs-** The only person who receives enhanced staffing is JOY, on day shift. So, for these sections it should be none for anybody else.
- Make sure documentation is completed at the end of your shifts.
- Make sure we are completing the menu book. We had an audit 2 weeks Ago and was marked down for not having consumption logs completed and for having uncooked food sitting in the fridge and leftovers.
- Leftovers should be thrown out that next day.
- At night all leftovers from that day will be used as snacks if they don't want that prompt them to eat some fruit.

IR/ER

- An IR is for major events. Hospitalizations, Med refusals, if a resident was sent to jail. AWOL. Elopement.
- An ER is for minor unusual events. Fight with housemates. Throwing house items. Breaking house items.

Completing Documentation

- I need all documentation completed before you leave at the end of your shift.
- Write ups/PA's (progressive Action) will be made for anyone who hasn't completed their documentation for their shift.

- If You need help or any assistance, PLEASE REACH OUT TO ME. I don't mind helping. When needed.

Cleaning

- **Keep the HOME clean!!**
- You guys have been doing good with cleaning, we need to stay on top of the laundry and making we deep clean the resident's room.
- Make sure all cleaning supplies are put up when you're not using them.
- I would like to come up with a schedule to deep clean everyone room once a week. We will be starting next Monday with AM and CS.
- 3rd shift you guys need to make sure we are deep cleaning the home. And restocking the home, which includes bringing up cleaning supplies we need, restocking the medication room with medication cups.

1st Shift – continue to keep the home clean, you guys have been doing great. Make sure to deep clean those bathrooms and wipe down the doorknobs and light switches DAILY.

3rd shift – Make sure you are DEEP CLEANING the home. Wiping doorknobs also, cleaning light switches. Cleaning mirrors, sweeping, and mopping floors, wiping all couches and tabletops, counters. You guys are also doing great. Keep Up the GREAT Work.

- Make sure you guys are restocking the home.
- Ask if the residents would like to eat breakfast before making it. If they refuse don't make them a plate. Wrap everyone else's plates up and sit them to the side. Clean all breakfast dishes and wipe countertops.

- **Shift Coverage/Call Offs.**

Make sure we are looking for our own coverage when or if we must call off. I've attached the call off policy and the attendance policy

- **Staff Duties**

- DMA

Medications, cleaning, Watching, Socializing with residents.

- NonDMA

Appointments, Lunch, Dinner, watching, and socializing with residents.

*If nondma is out for an outing or app. DMA staff is responsible for meals and or anything else needed. **TEAMWORK MAKES THE DREAM WORK.**

Clocking IN. – make sure we all are clocking in and clocking out

- Allow the residents to assist with cooking, this may reduce the need and want for cooking on 3rd shift.

- Start Baking on 3rd shift, include the residents. We have cookies, brownies and cakes that can be made during 3rd shift... let me know if anything is needed.

Bed checks

- every 30mins during day shift
- every 60mins during night shift.

Apply for your level up!!

- We don't need 2 and 3 people in the kitchen when cooking. Our kitchen isn't that big. Breakfast, Lunch and Dinner is the NonDMA staff duty unless the DMA offers or want to.

Next staff meeting? Food options?

Any questions??? Please ask. Anything to add?? Please add.

COMMUNICATION!!!!!!!

TEAMWORK MAKES THE DREAM WORK!!!!!!!