

HOME CARE COORDINATOR COMPETENCY PROFILE

Task/Behavior	References: A. Review policy/procedure B. Manufacturer's manual C. Video review D. Skills lab E. Written test F. Self-study packet G. Direct observation	A	B	C	D	E	F	G	Date	Instructor Initials	Time Frame	Met	Not met	Self-needs Assessment
A. DEPARTMENT OVERVIEW														
Tour of (<i>PACE program</i>)	Guided tour & scavenger hunt										3m			
"PACE" training	PACE manual, P&P manual, Preceptor orientation										3m			
Dress code	Policy #										3m			
Sign in/out	Policy #										3m			
Telephone system and intercom system	Policy #										3m			
Beeper paging	Direct observation										3m			
Location of manuals	Guided tour										3m			
Department meetings ♦ Staff ♦ In-service ♦ Home care coordinators (monthly)	Clinical ladder manual										3m			
Log books ♦ Concern log ♦ Complaint log ♦ Missed visit log ♦ Travel log	Preceptor/center tour										3m			
Authorizations	Authorization manual										3m			
DataPACE requirements	DataPACE manual										3m			
On-call responsibilities	P&P manual										3m			
Community-based services ♦ Home care contracts & providers ♦ Durable medical equipment (DME) contracts & providers	Preceptor										6m			
Lunch duty	P&P manual										3m			
Late stay duty	P&P manual										3m			
Interdisciplinary team responsibilities	Preceptor, P&P manual										3m			
B. DEPARTMENT SAFETY PROCEDURES														
Annual mandatory safety training*	Safety training manual and video										3m			
Review of emergency procedures and equipment, both medical and non-medical											3m			

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Fire safety procedure*	Guided tour/disaster manual/fire drill participation	A,B			3m			
Disaster plan/evacuation plan*	Guided tour/disaster manual				3m			
Location of Safety manuals*	Guided tour				3m			
MSDS notebook-agents used*	Hazardous materials manual				3m			
Hazardous waste precautions	Hazardous materials manual				3m			
Body mechanics*	PT program				3m			
CPR/basic life support (every 2 years)*	Policy #				6m			
Emergency procedures <ul style="list-style-type: none"> ♦ "911" system ♦ Emergency drug box ♦ Emergency plan of care ♦ Vial of life 	P&P manual				3m			
Use of restraints*	Policy #, restraint P&P				3m			
Fall precautions/participant safety*	Nursing P&P				3m			
C. INFECTION CONTROL								
Handwashing	Policy #				3m			
Standard precautions*	Policy #				3m			
Disposal of infectious waste	Policy #				3m			
Immunizations <ul style="list-style-type: none"> ♦ PPD yearly (mandatory)* ♦ Flu vaccination (counseling) 	Policy #				3m			
Location and use of personal protective equipment (PPE)*	Safety training manual & video, tour				3m			
D. RESOURCE MANAGEMENT								
Tour of supply room(s)/cabinets	Guided tour				3m			
Ordering DME <ul style="list-style-type: none"> ♦ Warehouse requisition ♦ DME provider 	Site supervisor authorization				3m			
Pharmacy orders	P&P manual section #				3m			
Narcotics responsibility	P&P manual section #				3m			

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E. ASSESSMENT OF PARTICIPANTS								
Intake criteria	Manual section #				3m			
Intake admission assessment (health history/physical assessment) ♦ Q 3-5 months ♦ PRN	Medical records manual, section #				3m			
Transfer, intracenter: receiv- ing (<i>PACE program</i>)	P&P manual, section #				3m			
Transfer, intracenter: sending (<i>PACE program</i>)	P&P manual, section #				3m			
Disenrollment criteria	P&P manual, section #				3m			
Home care visit	P&P manual, preceptor				3m			
Home safety checks	P&P manual, preceptor				3m			
PACE assessment	P&P manual, preceptor				3m			
Physical assessment data ♦ Neurological ♦ Behavior ♦ Respiratory ♦ Cardiovascular ♦ Integumentary and altered skin conditions ♦ Gastrointestinal ♦ Renal/urinary ♦ Reproductive (include date of last PAP) ♦ Identifies both normal and abnormal findings of systems	Policy #				3m			
F. EDUCATION & RESPIRATORY MANAGEMENT								
Supplemental O ₂ Therapies	Manual				3m			
Oxygen Therapy*	Manual				3m			
Respiratory Therapy ♦ Hand held nebulizer	Policy #				3m			
Suctioning (oral, tracheal, nasotracheal)*	Manual				3m			

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G. EDUCATION AND CARE OF NUTRITIONAL MANAGEMENT								
Nasogastric tubes	Policy #				3m			
Enteral tubes (gastrostomy tubes, PEGs)	Manual				3m			
H. EDUCATION AND CARE OF ELIMINATION MANAGEMENT								
Intermittent/indwelling catheter (male & female)	Policy #				3m			
Suprapubic catheter	Policy #				1yr			
Condom catheter	Policy #				3m			
Small volume enemas	Policy #				3m			
Incontinent care	Policy #, skin care resource book				3m			
AV fistula graft/dialysis catheter	Policy #				3m			
Bowel regime	Bowel program				3m			
I. EDUCATION AND CARE OF EQUIPMENT								
Suction devices	P&P manuals				3m			
Infusion pumps	P&P manuals				3m			
Wheelchairs	P&P manuals				3m			
Thermometers	P&P manuals				3m			
Hand held nebulizer	P&P manuals				3m			
Trapeze bar	P&P manuals				3m			
Pressure relieving devices	P&P manuals				3m			
Glucometer	P&P manuals				3m			
Kangaroo pump	P&P manuals				3m			
Specialty beds/hospital beds	P&P manuals				3m			
Oxygen concentrator	P&P manuals				3m			
Ice packs	P&P manuals				3m			
Portable oxygen	P&P manuals				3m			
Side rails	P&P manuals				3m			
Hover/maxi lift	P&P manuals				3m			
Safety frame	P&P manuals				3m			
Elevated commode seat	P&P manuals				3m			
Shower chair	P&P manuals				3m			
Transfer bench	P&P manuals				3m			
Tub grab bar	P&P manuals				3m			
Humidifier	P&P manuals				3m			

Core
Resource
Set for
PACE

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J. EDUCATION OF CAREGIVERS TO PARTICIPANT CARE														
Airway management	P&P manuals										3m			
Pain management	P&P manuals										3m			
♦ IV therapy	Policy #										3m			
♦ Venipuncture (peripheral/central)	Policy #										3m			
♦ IVAD's*	Policy #										6m			
Emergency intervention-"911" system and emergency plan	Situation analysis										6m			
Cardiopulmonary arrest*	Policy #										6m			
Ostomy/fistula care	P&P manuals										3m			
Pressure ulcers	Policy #										3m			
Eye care	Policy #										6m			
Death and dying (including post mortum management)	Policy #										6m			
K. PARTICIPANT SPECIFIC COMPETENCIES														
♦ Age specific*	Self-study module										3m			
♦ Cultural diversity*	Self-study module										3m			
♦ Latex allergy*	Self-study module										3m			
L. MANAGEMENT OF INFORMATION														
Medical record	Medical record manual										3m			
Documents teaching/disen- rollment instructions	Policy #										3m			
Patient confidentiality*	Policy #										3m			
Informed consent	Policy #										3m			
Death notification	Policy #										3m			
♦ Family	Policy #										3m			
♦ Physician	Policy #										3m			
♦ Coroner	Policy #										3m			
♦ SCOPA	Policy #										3m			
Home care assignment sheet	Policy #										3m			
Intracenter transfer docu- mentation/receiving and sending	Policy #										3m			
M. UNIT SPECIFIC/EDUCATION														
ORTHOPEDIC														
♦ Stump care	P&P manual										6m			
♦ Cast/splint care	P&P manual										6m			
♦ Application and maintenance of slings	P&P manual										6m			

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♦ Immobilizers, cervical collars, braces	P&P manuals				6m			
♦ Neurovascular checks	P&P manuals				3m			
♦ ROM	P&P manuals				6m			
Diabetic foot care	P&P manuals				3m			
General	P&P manuals				3m			
Management of participants who wander	P&P manuals				3m			
N. NEUROSCIENCE								
Seizure precautions/use of anticonvulsants (action & side effects)	Resource book: <u>The Clinical Practice of Neurological & Neurosurgical Nursing</u>				3m			
Evaluation of LOC (appropriate actions in caring for patient and notifying MD)	"				3m			
Medication instruction: actions, indications, side effects	"				3m			
O. CANCER MANAGEMENT								
Leukopenic precautions and bleeding protocols	Self-study module				6m			
P. HOME CARE TECHNICIAN MANAGEMENT								
Orientation	P&P manual				3m			
Skills checklist	P&P manual				3m			
Scheduling	P&P manual				3m			
Performance evaluation	P&P manual				3m			
Disciplinary action	P&P manual				3m			
Personnel records	P&P manual				3m			
Q. PROVIDER COORDINATION								
Scheduling	P&P manual				3m			
Monitoring service delivery	P&P manual				3m			
Authorization	Authorization manual				3m			
Home care assignment sheet	P&P manual				3m			

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Quality control checks - at (PACE program)	P&P manual				3m			
♦ Emergency drug box checks	Policy #				3m			
♦ Refrigerator checks	P&P manual				3m			
♦ Chart review	P&P manual				3m			
♦ Glucometer checks and other CLIA waved equipment checks	P&P manual, direct obser- vation				3m			
♦ QI council	Meeting minutes				3m			
Quality control checks - at home	P&P manual				3m			
♦ Vector/animal control	P&P manual				3m			
♦ Vial of life	P&P manual				3m			
♦ Smoke detector monitoring	P&P manual				3m			
♦ Adequate plumbing	P&P manual				3m			
♦ Security	P&P manual				3m			
♦ Adequate stove	P&P manual				3m			
♦ Safe access to all areas of home	P&P manual				3m			
♦ Electricity	P&P manual				3m			
Serious occurrence reporting*	Policy #				3m			
Incident reporting	Policy #				3m			
Adverse drug reaction reporting	Policy #				3m			

Date competency profile completed: _____

Action plan initiated: Yes No (If yes, please add action plan to competency profile.)

I understand that it is my responsibility to notify my immediate supervisor if at any time I am unable to perform the basic competencies required to practice in my assigned clinical area.

Employee signature: _____

Preceptor signature: _____

(Attach the competency profile action plan here.)